ARMY MEDICINE
Serving To Heal...Honored To Serve

EASi
Knowledge Sharing Session

IDENTIFY AND CORRECT NET MONTH NEGATIVE EXPENSES

Army MEPRS Program Office (AMPO)

26 May 2016

UNCLASSIFIED

OVERVIEW

Overview

- **Overview**
  - **How to identify and correct negative month net expenses**

- **Purpose**
  - **These corrections will lower Free Receipts if they are a net month expense**
  - **Affects the MTF's Direct Expenses**
  - **Will reflect how the MTFs operates more efficiently**
  - **Affects Medicare Eligible Retiree Healthcare Fund (MERHCF) funding**

- **Corrective Action**
  - **Identify net month negative expenses using the Direct Expense Accepted Report (DEAR)**
  - **Refresh the Dir Exp – EAS Data Report**
  - **Adjust financial data records**
  - **Re-Calculate Free Receipts in all Data Months previous and current**
  - **Re-Allocate and Re-Transmit all Data Months in sequence**

CAUSES

Negative net month expenses:

- **Caused by GFEBS YTD expense data that is greater in previous month than in current month.**
  - **Negative Net Month expense data may be a budget adjustment to previously reported YTD expense.**
  - **Negative Net Month expenses reported in Ancillary (D) and Overhead/Support (E) accounts get allocated to benefitting work centers during allocation process.**
- **Causes incorrect cost data within the Providing (D & E) accounts and benefitting work centers.**
- **Incorrect adjustments made in a previous month by manual adjustments.**

CAUSES

DMLSS Negative net month expenses examples:

- **Example 1:**

  When a workcenter purchases 10 items but returns 3. In DMLSS the return items are not applied to the original cost collector or applied to a cost collector that has cost, thereby creating a negative expense.

- **Example 2:**

  Equipment/Supplies turn-in: When a facility or workcenter is closed turning in of equipment or supplies hit your books it creates a credit obligation, expense, and disbursement. In some instances the credit is received in a Cost Center that does not have funding in the current year. Verify with Budget where the negative amount is before subtracting the negative expense in prior year and zeroing out in current net month.

OVERVIEW

Negative expenses related to Budget Cost Transfers:

- **The Budget officer must provide a list of cost transfers when moving expenses from one MEPRS FCC to another.**

- **This involves transfer of expenses from one Cost Collector (Cost Center or WBS) to another with a different Attribute 3 (MEPRS FCC).**

OVERVIEW

Negative expenses related to Budget Adjustments:

- **The Budget Office must provide a list of Budget Adjustments when the expense is adjusted to account for a reimbursement or when the expense is adjusted to reflect the correct expense.**

- **This involves adjustment of expenses within the same Cost Collector (Cost Center or WBS).**

- **This is visible when comparing the GFEBS Status of Funds (SOF) of the current month to the GFEBS SOF of the previous month; subtract the previous month's YTD expense from the current month's YTD expense.**

OVERVIEW

Negative net month expenses related to MEPRS FCC deactivations:

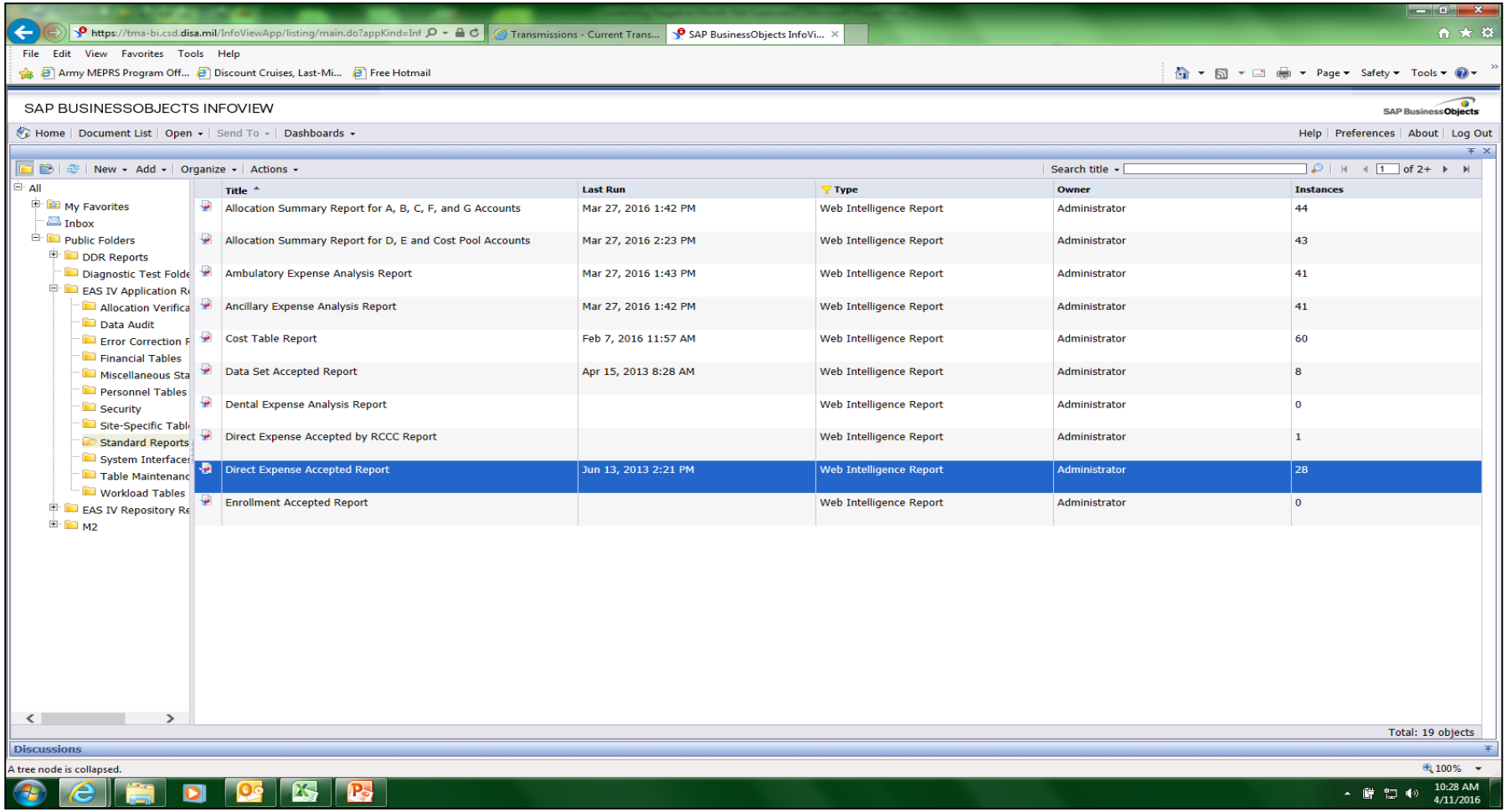
- **Identified with the EAS E0011 Error; "***YTD expenses <#> and YTD obligations <#> were received last month for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*>, but were not received for month <*> of FY <*>".*
- **Indicates an expense record exists for this FCC for the previous month but an expense record was not received for the current month.**
- **Occurs when Budget ceases use of a Cost Collector (Cost Center or WBS) and begins using a newly created Cost Collector with a new Attribute 3 (MEPRS FCC) or a previously created Cost Collector with a new Attribute 3 (MEPRS FCC).**

IDENTIFYING NEGATIVE EXPENSES

PULLING THE DEAR & FILTER QUERY RESULTS

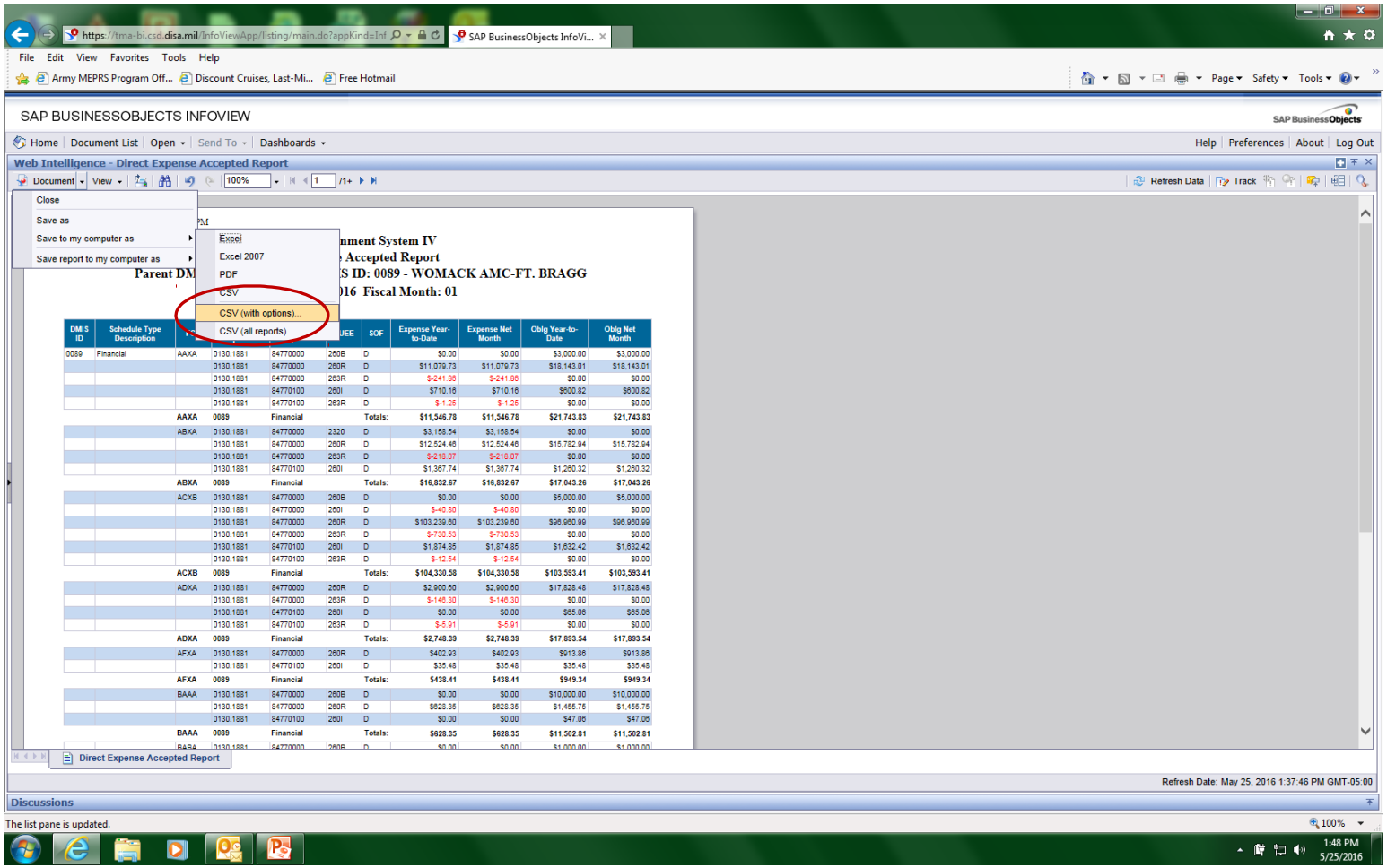
IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Refresh Direct Expense Accepted Report (DEAR) for current month.**



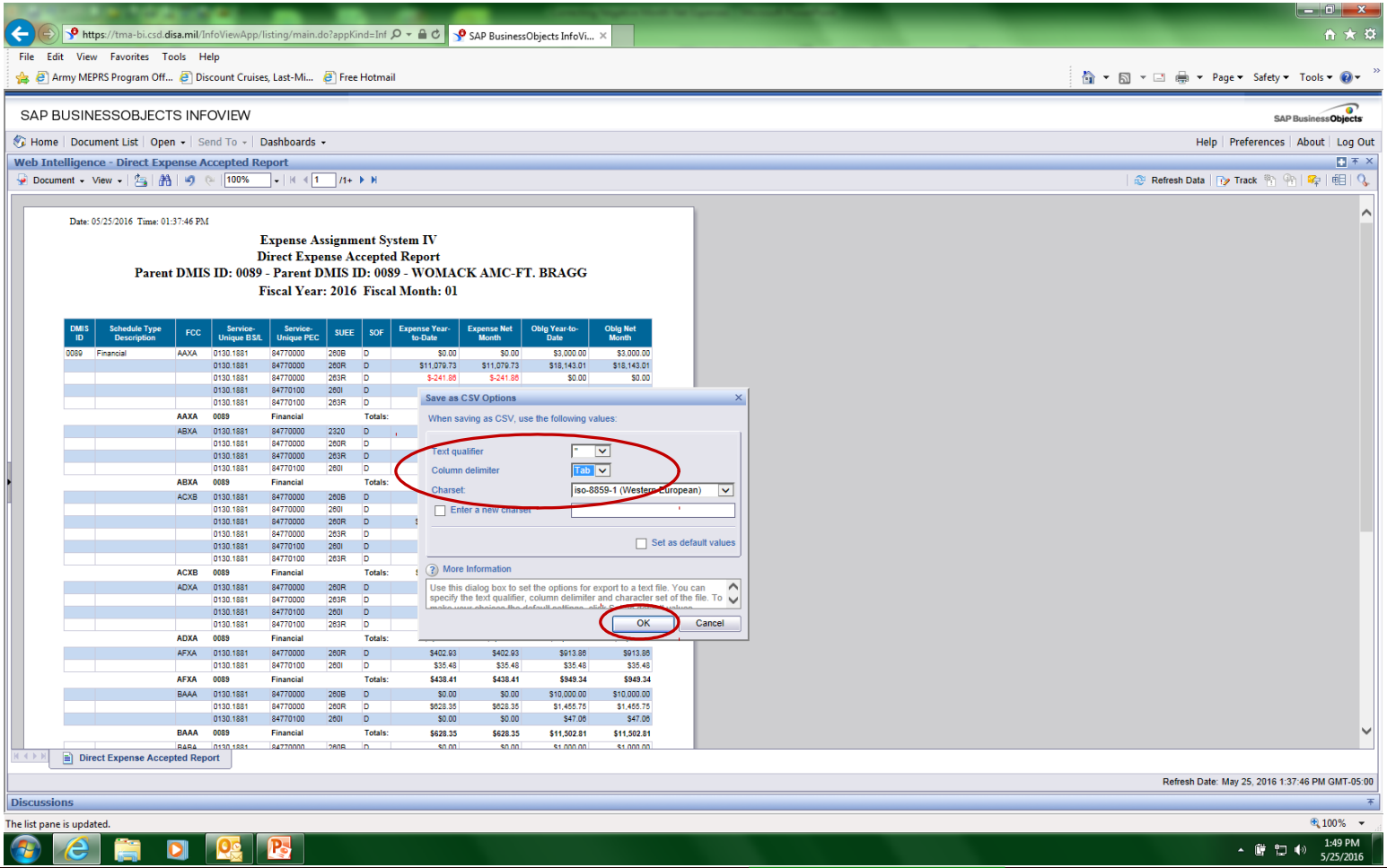
IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Export refreshed DEAR report as a CSV (with options) file**



IDENTIFYING NEGATIVE EXPENSE RECORDS

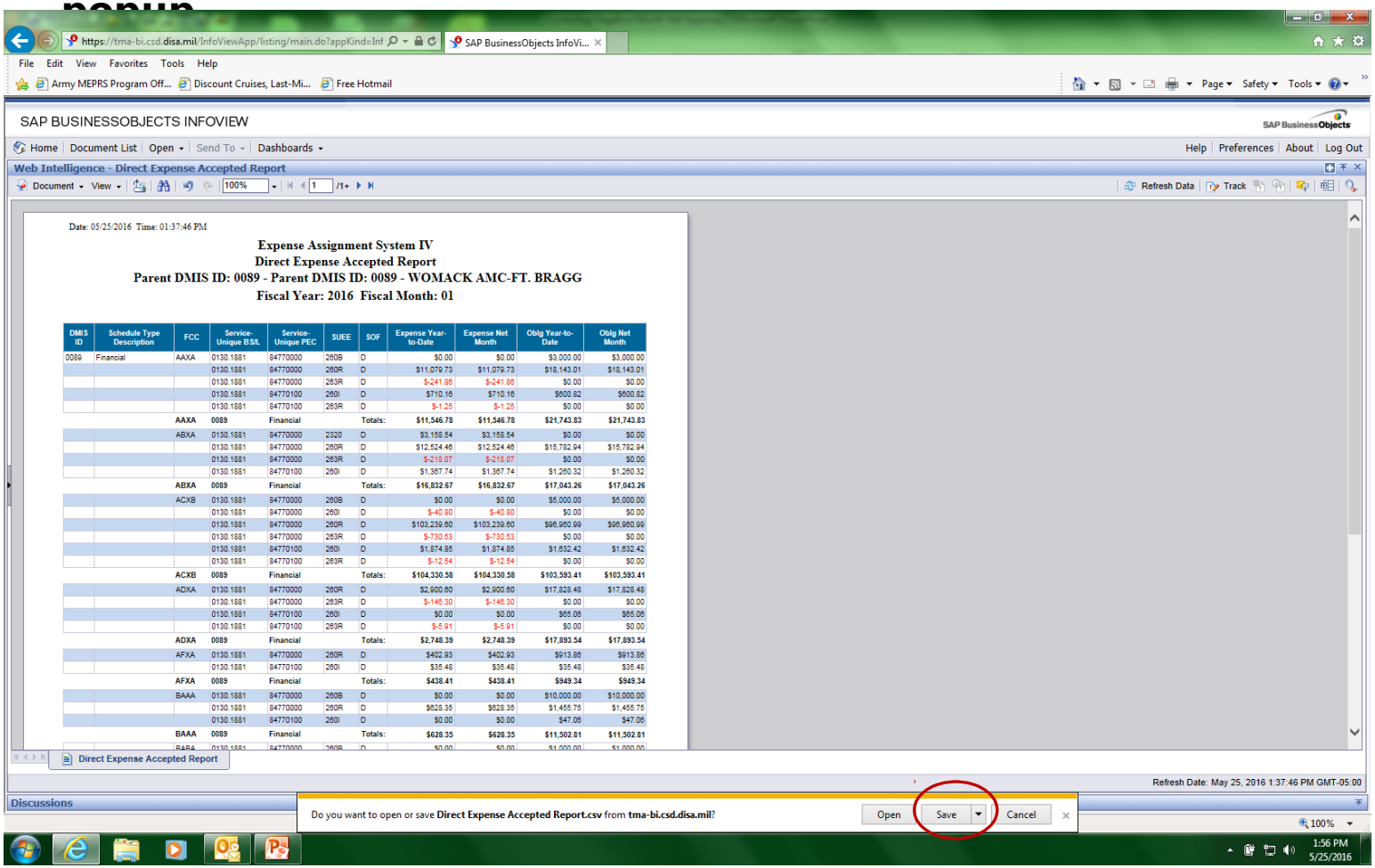
- **In the "Save as CSV Options" popup window, change the Column delimiter to "Tab"**
- **Select "OK"**



ARMY MEDICINE
Serving To Heal...Honored To Serve

IDENTIFYING NEGATIVE EXPENSE RECORDS

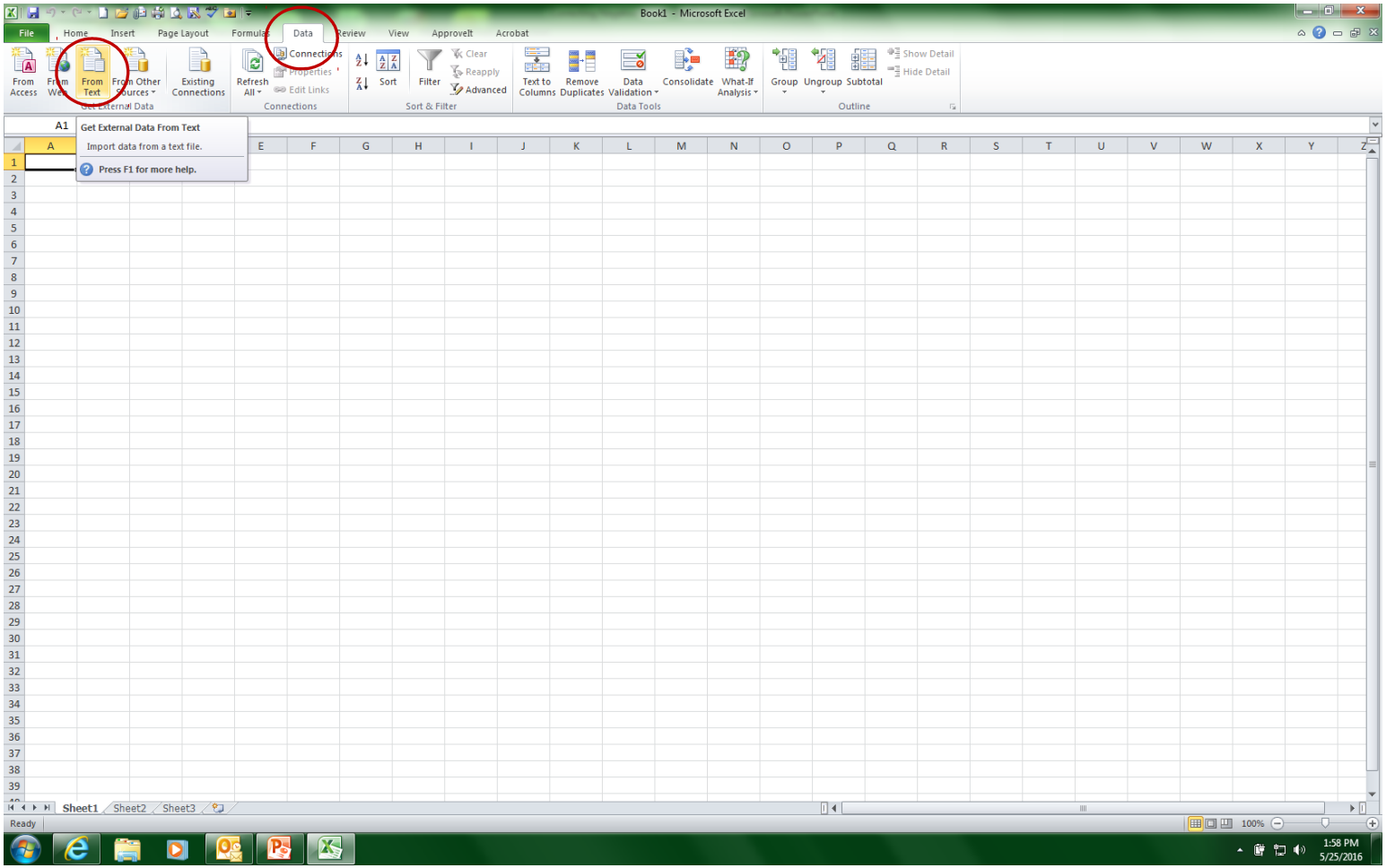
- **Export refreshed DEAR report as a text file; Select "Save" in the popup**



DMIS ID	Schedule Type Description	FCC	Service-Unique BS/L	Service-Unique PEC	SUEE	SOF	Expense Year-to-Date	Expense Net Month	Oblg Year-to-Date	Oblg Net Month
0089	Financial	AAXA	0130.1881	84770000	260B	D	$0.00	$0.00	$3,000.00	$3,000.00
			0130.1881	84770000	260R	D	$11,079.73	$11,079.73	$18,143.01	$18,143.01
			0130.1881	84770000	263R	D	$-241.98	$-241.98	$0.00	$0.00
			0130.1881	84770100	260I	D	$710.16	$710.16	$600.82	$600.82
			0130.1881	84770100	263R	D	$-1.25	$-1.25	$0.00	$0.00
		AAXA	0089	Financial		Totals:	$11,546.78	$11,546.78	$21,743.83	$21,743.83
		ABXA	0130.1881	84770000	232D	D	$3,158.54	$3,158.54	$0.00	$0.00
			0130.1881	84770000	260R	D	$12,524.46	$12,524.46	$15,782.94	$15,782.94
			0130.1881	84770000	263R	D	$-216.07	$-216.07	$0.00	$0.00
			0130.1881	84770100	260I	D	$1,367.74	$1,367.74	$1,260.32	$1,260.32
		ABXA	0089	Financial		Totals:	$16,832.67	$16,832.67	$17,043.26	$17,043.26
		ACXB	0130.1881	84770000	260B	D	$0.00	$0.00	$5,000.00	$5,000.00
			0130.1881	84770000	260I	D	$-40.80	$-40.80	$0.00	$0.00
			0130.1881	84770000	260R	D	$103,239.60	$103,239.60	$96,960.99	$96,960.99
			0130.1881	84770000	263R	D	$-730.53	$-730.53	$0.00	$0.00
			0130.1881	84770100	260I	D	$1,874.85	$1,874.85	$1,832.42	$1,832.42
			0130.1881	84770100	263R	D	$-12.54	$-12.54	$0.00	$0.00
		ACXB	0089	Financial		Totals:	$104,330.58	$104,330.58	$103,593.41	$103,593.41
		ADXA	0130.1881	84770000	260R	D	$2,900.60	$2,900.60	$17,828.48	$17,828.48
			0130.1881	84770000	263R	D	$-146.30	$-146.30	$0.00	$0.00
			0130.1881	84770100	260I	D	$0.00	$0.00	$65.06	$65.06
			0130.1881	84770100	263R	D	$-5.91	$-5.91	$0.00	$0.00
		ADXA	0089	Financial		Totals:	$2,748.39	$2,748.39	$17,893.54	$17,893.54
		AFXA	0130.1881	84770000	260R	D	$402.93	$402.93	$913.86	$913.86
			0130.1881	84770100	260I	D	$35.48	$35.48	$35.48	$35.48
		AFXA	0089	Financial		Totals:	$438.41	$438.41	$949.34	$949.34
		BAAA	0130.1881	84770000	260B	D	$0.00	$0.00	$10,000.00	$10,000.00
			0130.1881	84770000	260R	D	$628.35	$628.35	$1,455.75	$1,455.75
			0130.1881	84770100	260I	D	$0.00	$0.00	$47.06	$47.06
		BAAA	0089	Financial		Totals:	$628.35	$628.35	$11,502.81	$11,502.81

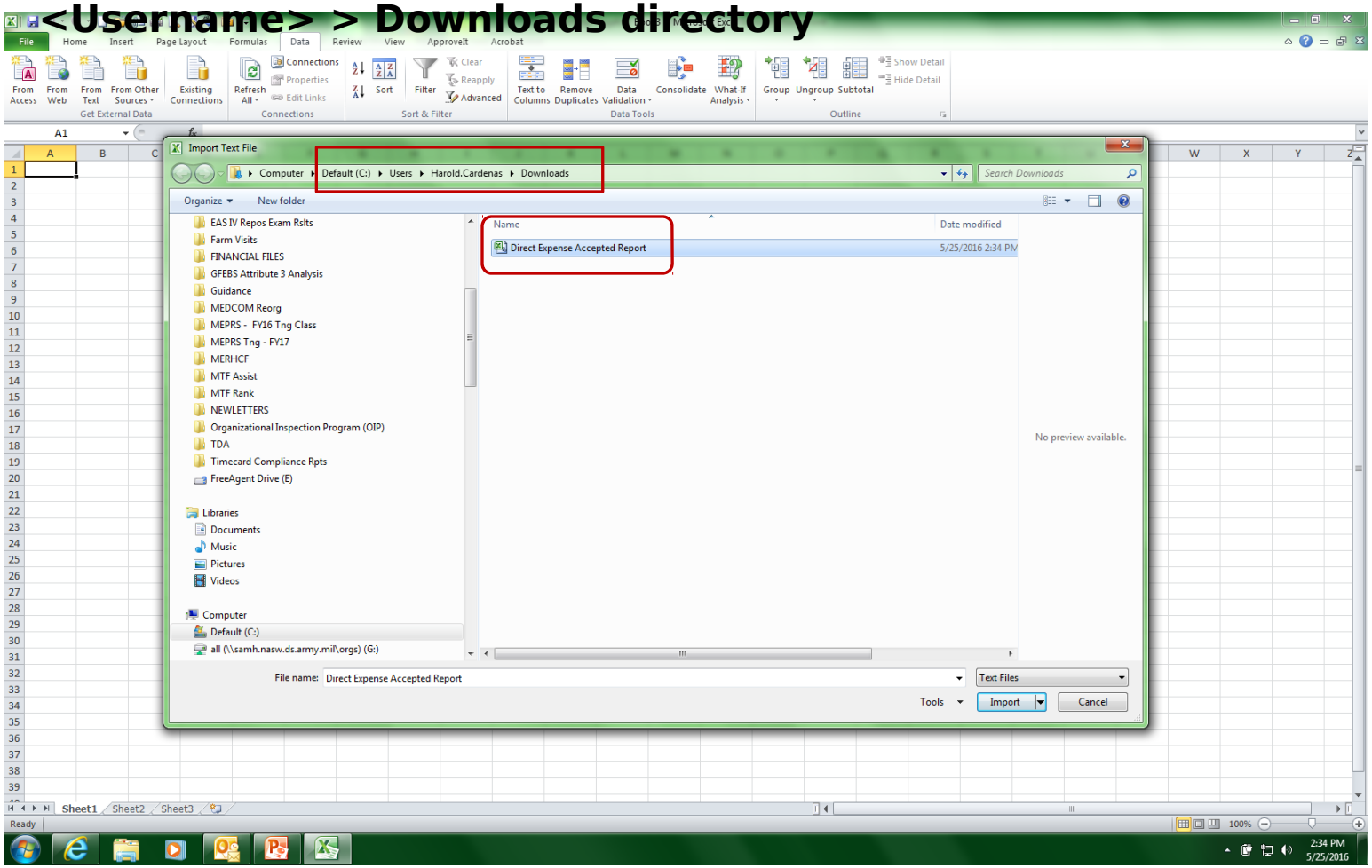
IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Open a new Excel document; prepare to import the exported DEAR**
- **Select “From Text”, located in the “Data” tab menu**



IDENTIFYING NEGATIVE EXPENSE RECORDS

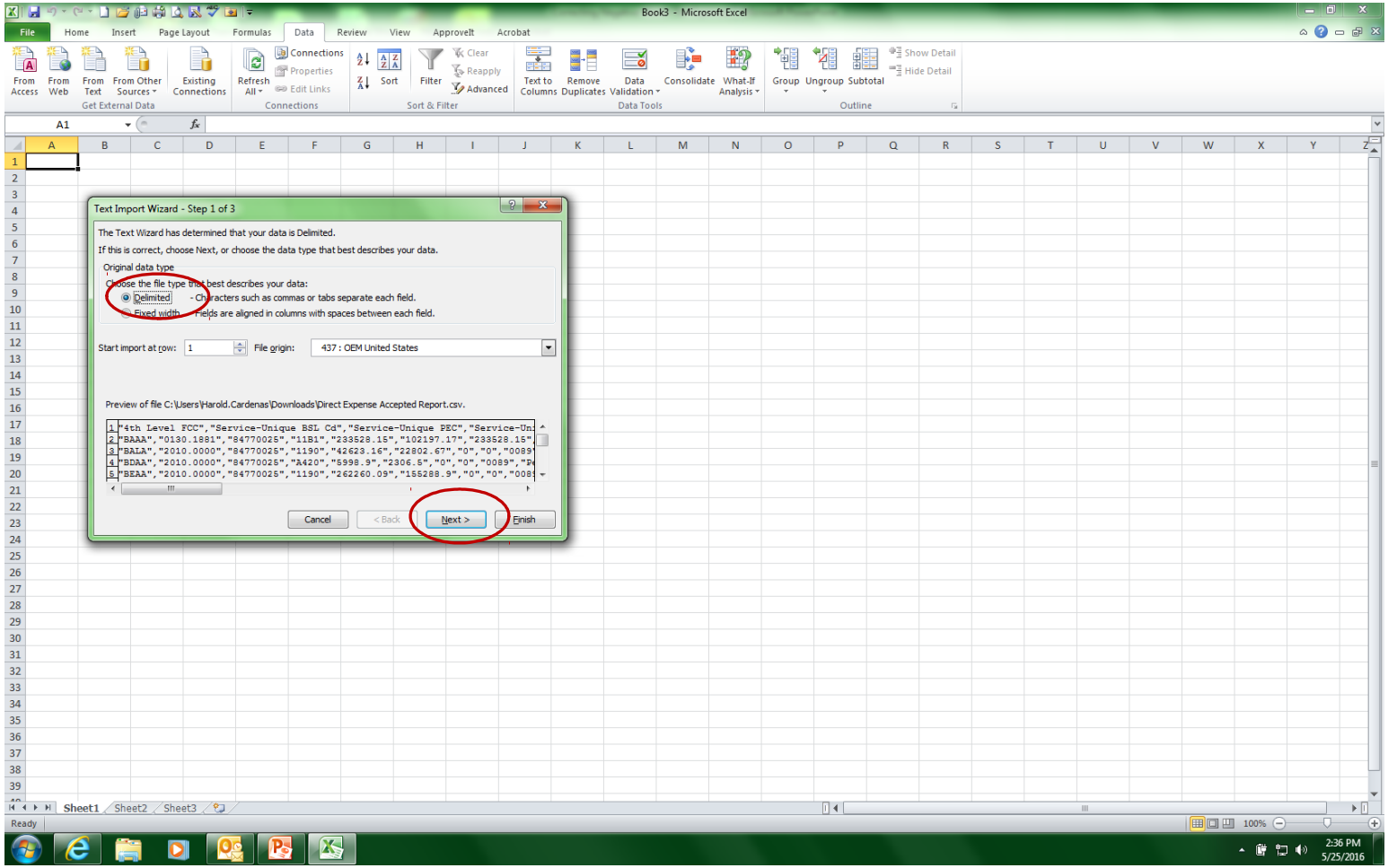
- **Select “Direct Expense Accepted Report”, located in the “Downloads” directory of the default C drive > Users > <Username> > Downloads directory**



ARMY MEDICINE
Serving To Heal...Honored To Serve

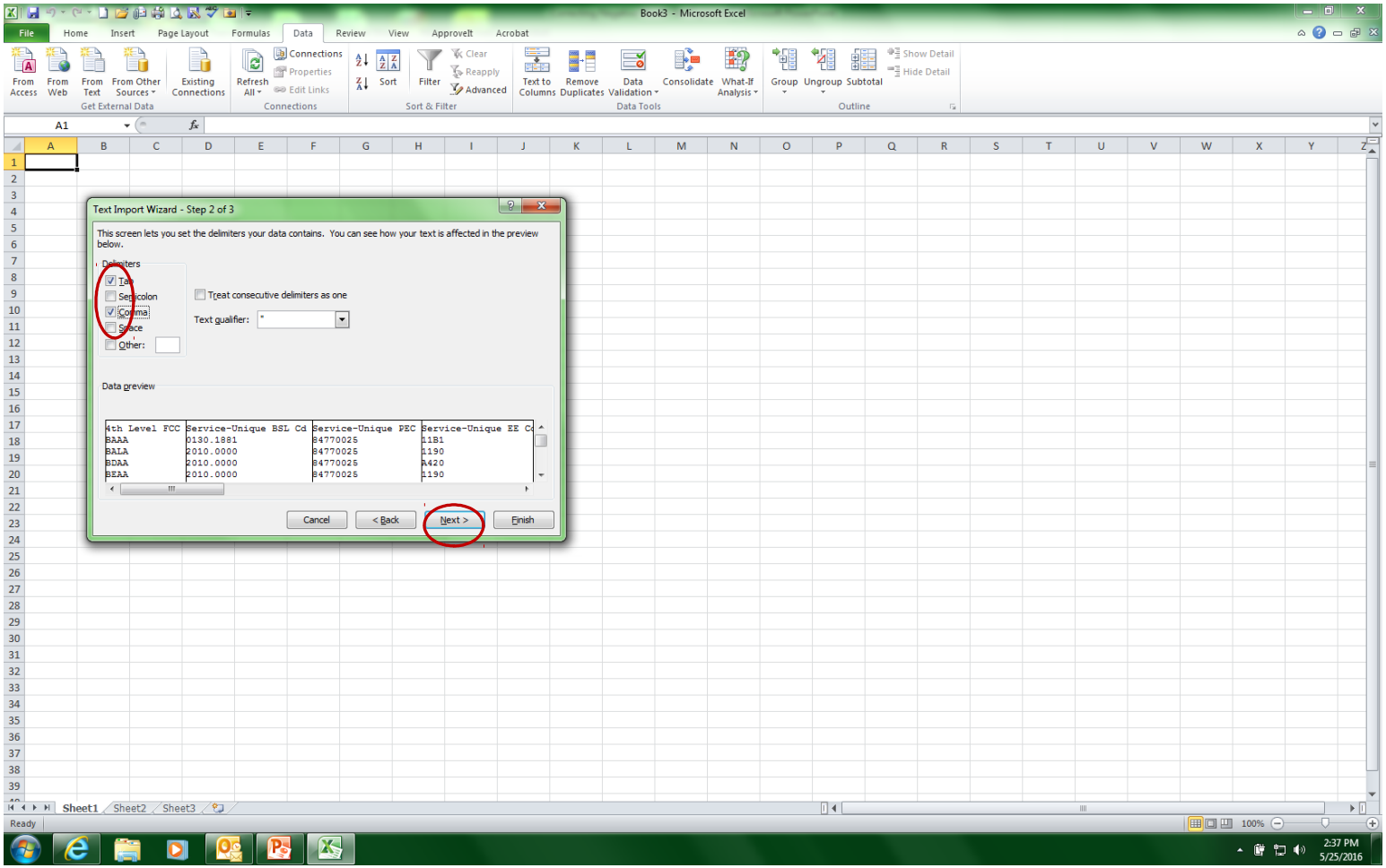
IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Ensure “Delimited” radio button is selected in the “Text Import Wizard – Step 1 of 3” window**
- **Click the “Next” button**



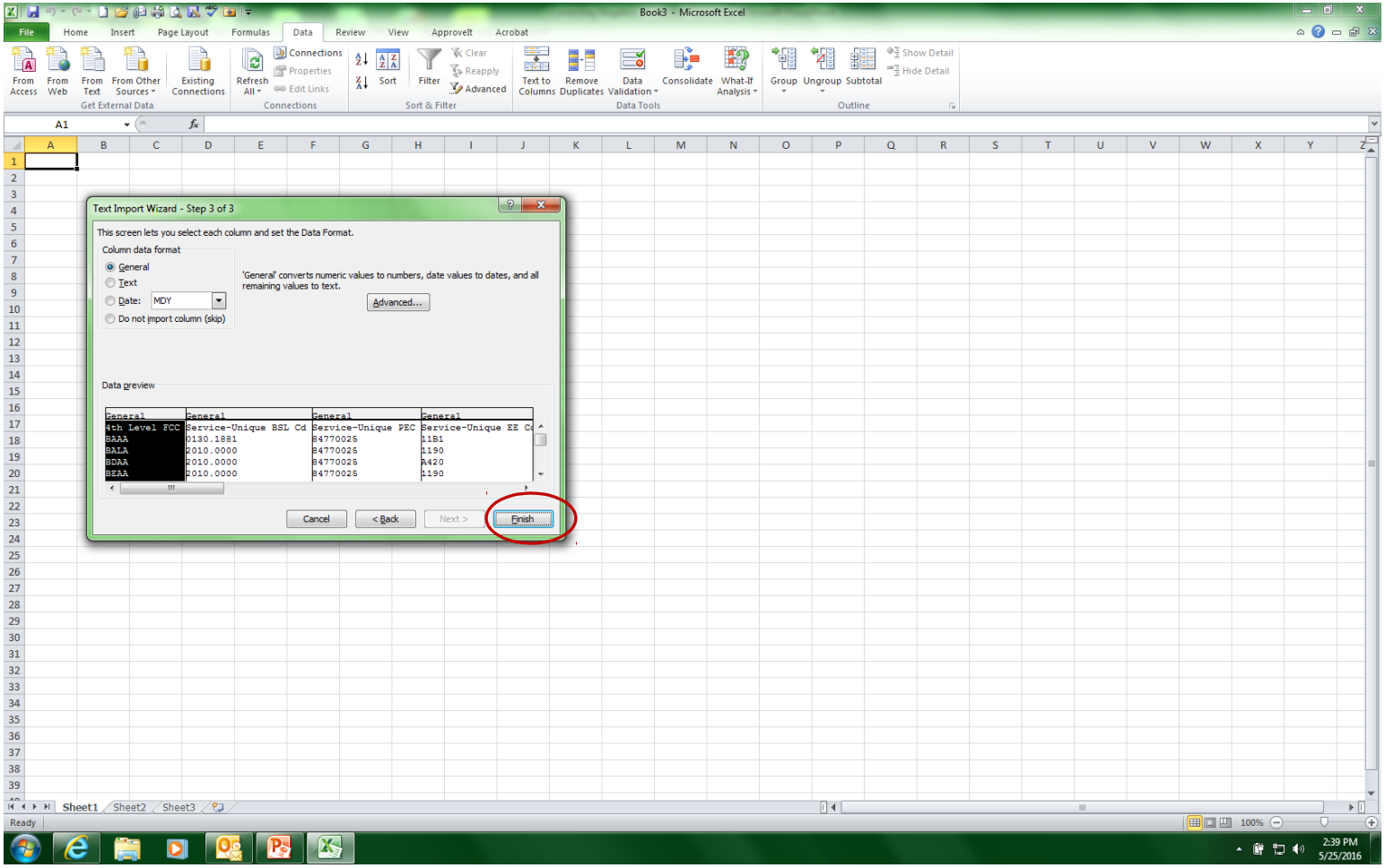
IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Ensure “Tab” and “Comma” is selected in the “Text Import Wizard – Step 2 of 3” window**
- **Click the “Next” button**



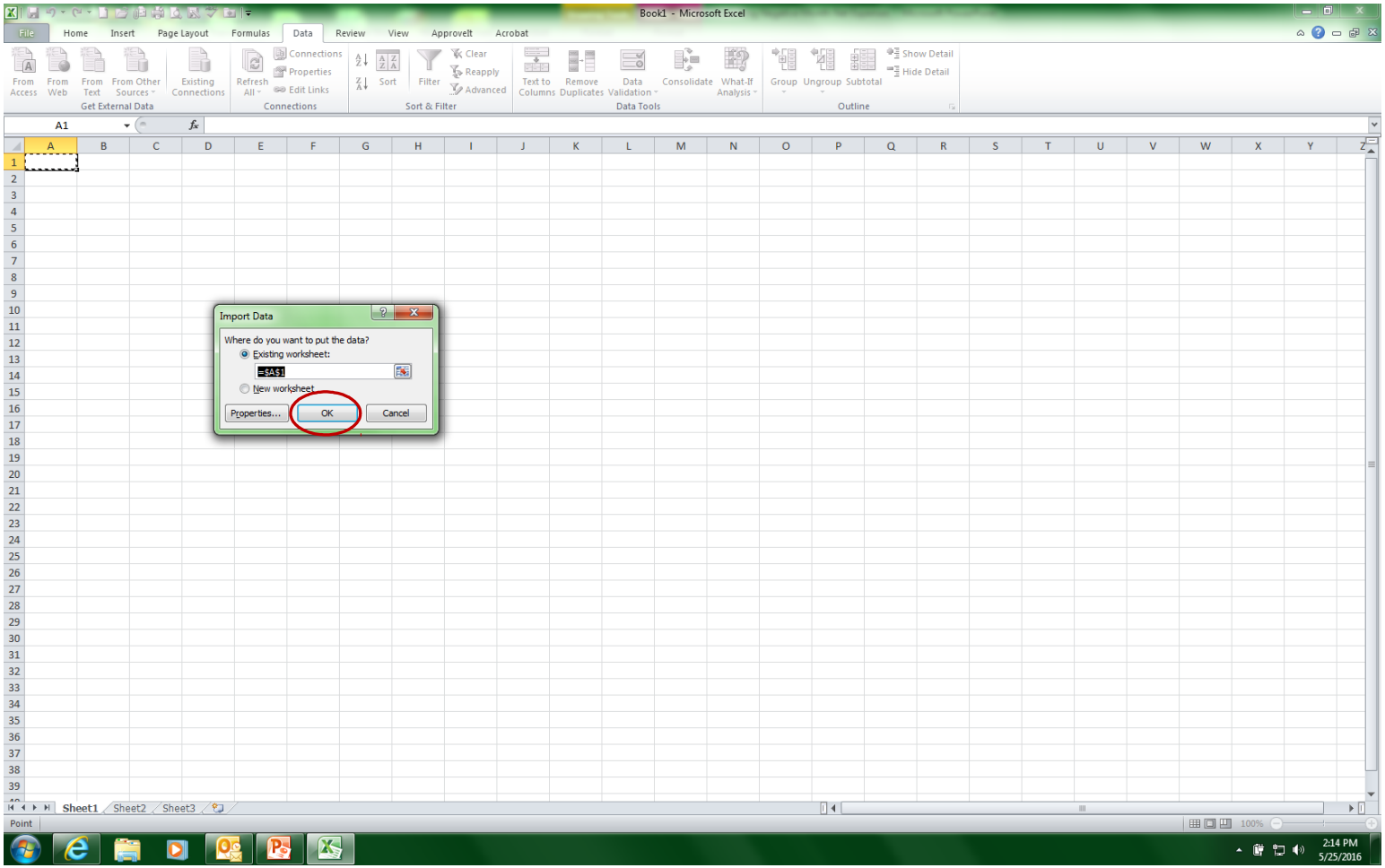
IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Click the "Finish" button in the "Text Import Wizard – Step 3 of 3" window**



IDENTIFYING NEGATIVE EXPENSE RECORDS

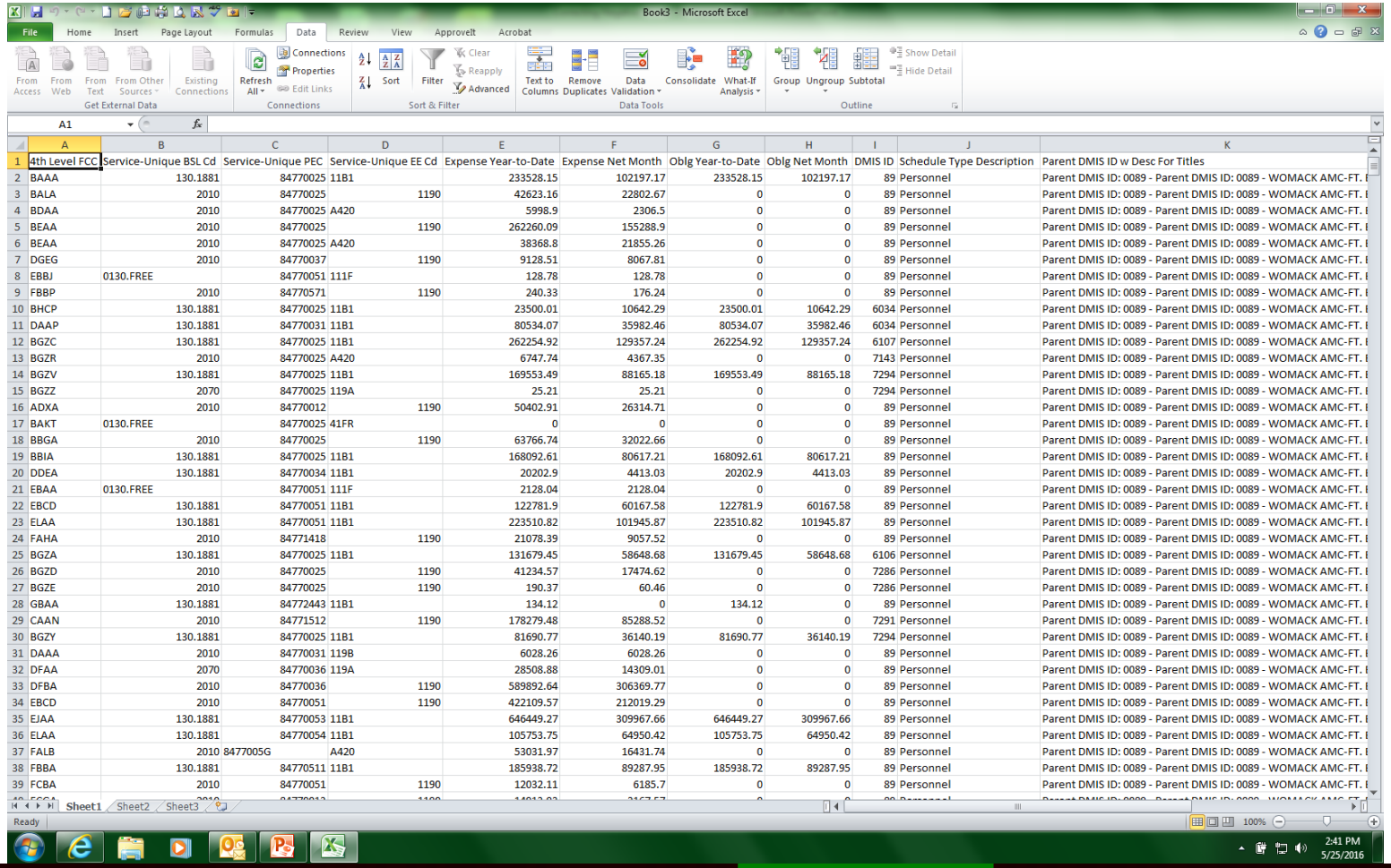
- **Click the “OK” button in the “Import Data” window**



ARMY MEDICINE
Serving To Heal...Honored To Serve

IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Data is imported into Excel with appropriate columns**



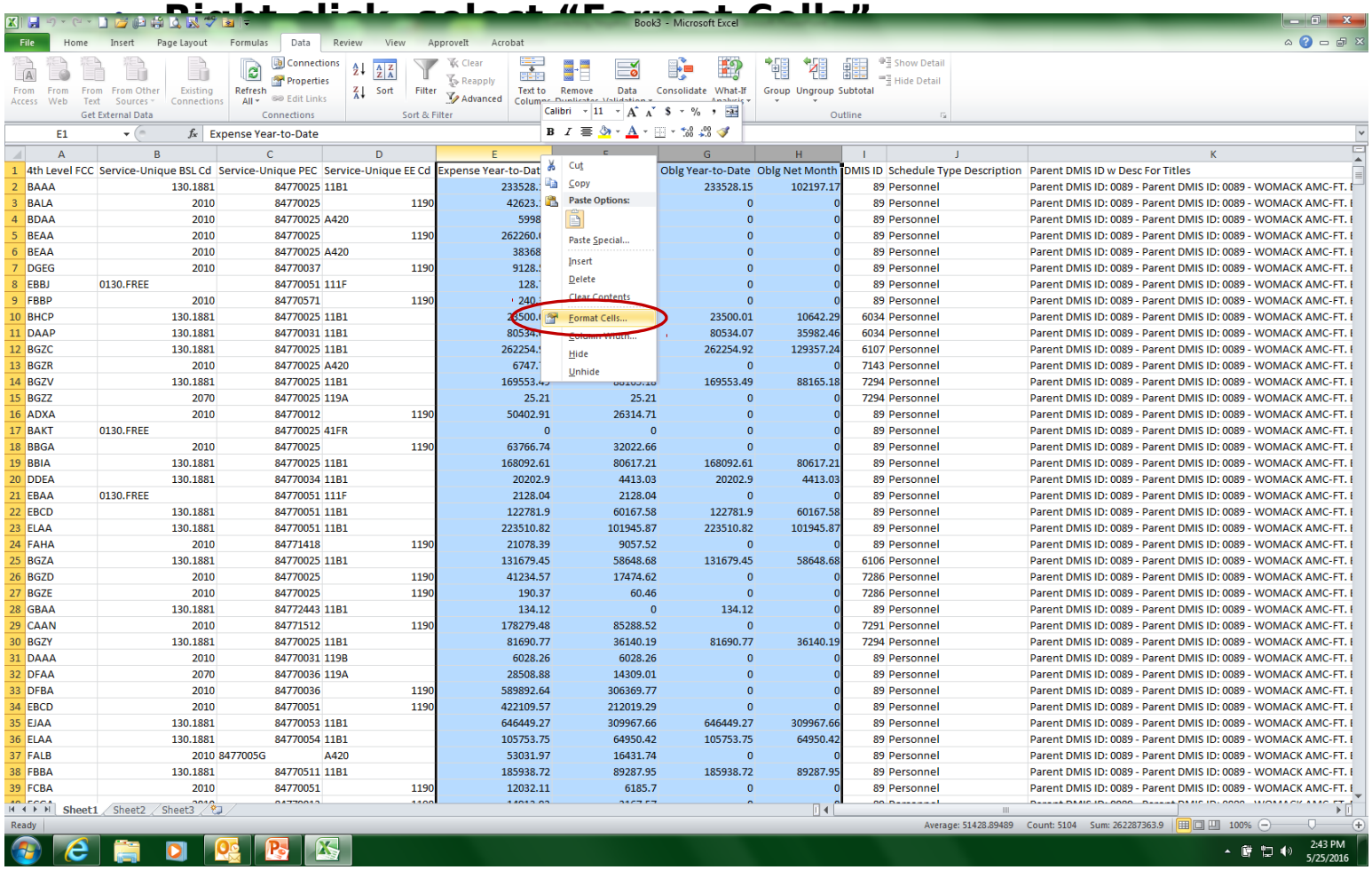
Book3 - Microsoft Excel

	4th Level FCC	Service-Unique BSL Cd	Service-Unique PEC	Service-Unique EE Cd	Expense Year-to-Date	Expense Net Month	Oblg Year-to-Date	Oblg Net Month	DMIS ID	Schedule Type Description	Parent DMIS ID w Desc For Titles
2	BAAA	130.1881	84770025	11B1	233528.15	102197.17	233528.15	102197.17	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
3	BALA	2010	84770025	1190	42623.16	22802.67	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
4	BDAA	2010	84770025	A420	5998.9	2306.5	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
5	BEAA	2010	84770025	1190	262260.09	155288.9	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
6	BEAA	2010	84770025	A420	38368.8	21855.26	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
7	DGEG	2010	84770037	1190	9128.51	8067.81	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
8	EBBJ	0130.FREE	84770051	111F	128.78	128.78	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
9	FBBP	2010	84770571	1190	240.33	176.24	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
10	BHCP	130.1881	84770025	11B1	23500.01	10642.29	23500.01	10642.29	6034	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
11	DAAP	130.1881	84770031	11B1	80534.07	35982.46	80534.07	35982.46	6034	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
12	BGZC	130.1881	84770025	11B1	262254.92	129357.24	262254.92	129357.24	6107	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
13	BGZR	2010	84770025	A420	6747.74	4367.35	0	0	7143	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
14	BGZV	130.1881	84770025	11B1	169553.49	88165.18	169553.49	88165.18	7294	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
15	BGZZ	2070	84770025	119A	25.21	25.21	0	0	7294	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
16	ADXA	2010	84770012	1190	50402.91	26314.71	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
17	BAKT	0130.FREE	84770025	41FR	0	0	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
18	BBGA	2010	84770025	1190	63766.74	32022.66	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
19	BBIA	130.1881	84770025	11B1	168092.61	80617.21	168092.61	80617.21	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
20	DDEA	130.1881	84770034	11B1	20202.9	4413.03	20202.9	4413.03	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
21	EBAA	0130.FREE	84770051	111F	2128.04	2128.04	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
22	EBCD	130.1881	84770051	11B1	122781.9	60167.58	122781.9	60167.58	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
23	ELAA	130.1881	84770051	11B1	223510.82	101945.87	223510.82	101945.87	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
24	FAHA	2010	84771418	1190	21078.39	9057.52	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
25	BGZA	130.1881	84770025	11B1	131679.45	58648.68	131679.45	58648.68	6106	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
26	BGZD	2010	84770025	1190	41234.57	17474.62	0	0	7286	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
27	BGZE	2010	84770025	1190	190.37	60.46	0	0	7286	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
28	GBAA	130.1881	84772443	11B1	134.12	0	134.12	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
29	CAAN	2010	84771512	1190	178279.48	85288.52	0	0	7291	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
30	BGZY	130.1881	84770025	11B1	81690.77	36140.19	81690.77	36140.19	7294	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
31	DAAA	2010	84770031	119B	6028.26	6028.26	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
32	DFAA	2070	84770036	119A	28508.88	14309.01	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
33	DFBA	2010	84770036	1190	589892.64	306369.77	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
34	EBCD	2010	84770051	1190	422109.57	212019.29	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
35	EJAA	130.1881	84770053	11B1	646449.27	309967.66	646449.27	309967.66	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
36	ELAA	130.1881	84770054	11B1	105753.75	64950.42	105753.75	64950.42	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
37	FALB	2010	8477005G	A420	53031.97	16431.74	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
38	FBBA	130.1881	84770511	11B1	185938.72	89287.95	185938.72	89287.95	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
39	FCBA	2010	84770051	1190	12032.11	6185.7	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.

ARMY MEDICINE
Serving To Heal...Honored To Serve

IDENTIFYING NEGATIVE EXPENSE RECORDS

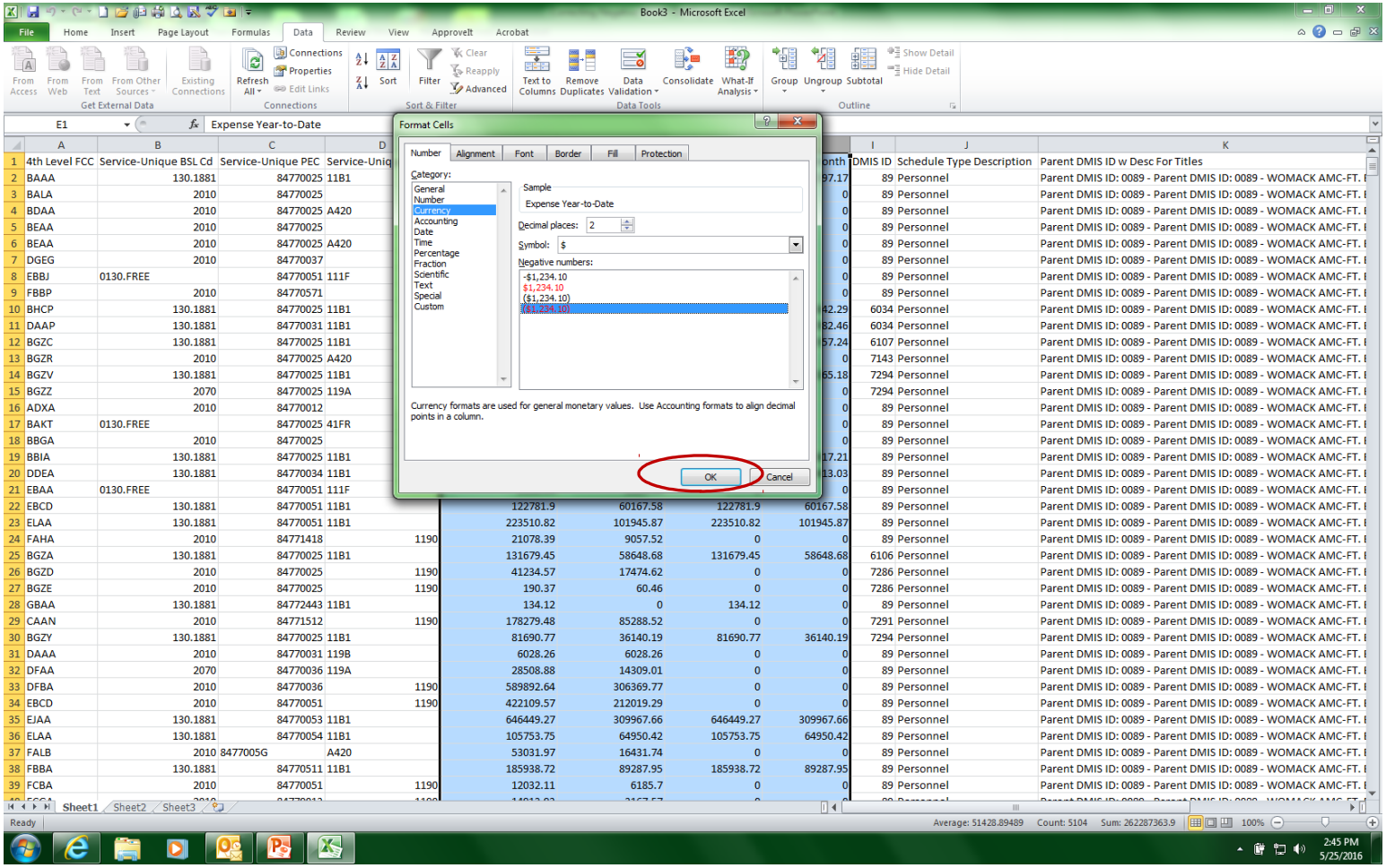
- **Format Expense and Obligation data columns (Columns E-H) as currency**
  - **Select Columns E-H,**
  - **Right click, select "Format Cells"**



	4th Level FCC	Service-Unique BSL Cd	Service-Unique PEC	Service-Unique EE Cd	Expense Year-to-Dat	Oblg Year-to-Date	Oblg Net Month	DMIS ID	Schedule Type Description	Parent DMIS ID w Desc For Titles
2	BAAA	130.1881	84770025	11B1	233528.	233528.15	102197.17	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
3	BALA	2010	84770025	1190	42623.	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
4	BDAA	2010	84770025	A420	5998	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
5	BEAA	2010	84770025	1190	262260.	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
6	BEAA	2010	84770025	A420	38368	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
7	DGEG	2010	84770037	1190	9128.	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
8	EBBJ	0130.FREE	84770051	111F	128.	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
9	FBBP	2010	84770571	1190	240	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
10	BHCP	130.1881	84770025	11B1	23500.	23500.01	10642.29	6034	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
11	DAAP	130.1881	84770031	11B1	80534.	80534.07	35982.46	6034	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
12	BGZC	130.1881	84770025	11B1	262254.	262254.92	129357.24	6107	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
13	BGZR	2010	84770025	A420	6747.	0	0	7143	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
14	BGZV	130.1881	84770025	11B1	169553.4	169553.49	88165.18	7294	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
15	BGZZ	2070	84770025	119A	25.21	25.21	0	7294	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
16	ADXA	2010	84770012	1190	50402.91	26314.71	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
17	BAKT	0130.FREE	84770025	41FR	0	0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
18	BBGA	2010	84770025	1190	63766.74	32022.66	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. F
19	BBIA	130.1881	84770025	11B1	168092.61	80617.21	168092.61	80617.21	89	Personnel
20	DDEA	130.1881	84770034	11B1	20202.9	4413.03	20202.9	4413.03	89	Personnel
21	EBAA	0130.FREE	84770051	111F	2128.04	2128.04	0	0	89	Personnel
22	EBCD	130.1881	84770051	11B1	122781.9	60167.58	122781.9	60167.58	89	Personnel
23	ELAA	130.1881	84770051	11B1	223510.82	101945.87	223510.82	101945.87	89	Personnel
24	FAHA	2010	84771418	1190	21078.39	9057.52	0	0	89	Personnel
25	BGZA	130.1881	84770025	11B1	131679.45	58648.68	131679.45	58648.68	6106	Personnel
26	BGZD	2010	84770025	1190	41234.57	17474.62	0	0	7286	Personnel
27	BGZE	2010	84770025	1190	190.37	60.46	0	0	7286	Personnel
28	GBAA	130.1881	84772443	11B1	134.12	0	134.12	0	89	Personnel
29	CAAN	2010	84771512	1190	178279.48	85288.52	0	0	7291	Personnel
30	BGZY	130.1881	84770025	11B1	81690.77	36140.19	81690.77	36140.19	7294	Personnel
31	DAAA	2010	84770031	119B	6028.26	6028.26	0	0	89	Personnel
32	DFAA	2070	84770036	119A	28508.88	14309.01	0	0	89	Personnel
33	DFBA	2010	84770036	1190	589892.64	306369.77	0	0	89	Personnel
34	EBCD	2010	84770051	1190	422109.57	212019.29	0	0	89	Personnel
35	EJAA	130.1881	84770053	11B1	646449.27	309967.66	646449.27	309967.66	89	Personnel
36	ELAA	130.1881	84770054	11B1	105753.75	64950.42	105753.75	64950.42	89	Personnel
37	FALB	2010	8477005G	A420	53031.97	16431.74	0	0	89	Personnel
38	FBBA	130.1881	84770511	11B1	185938.72	89287.95	185938.72	89287.95	89	Personnel
39	FCBA	2010	84770051	1190	12032.11	6185.7	0	0	89	Personnel

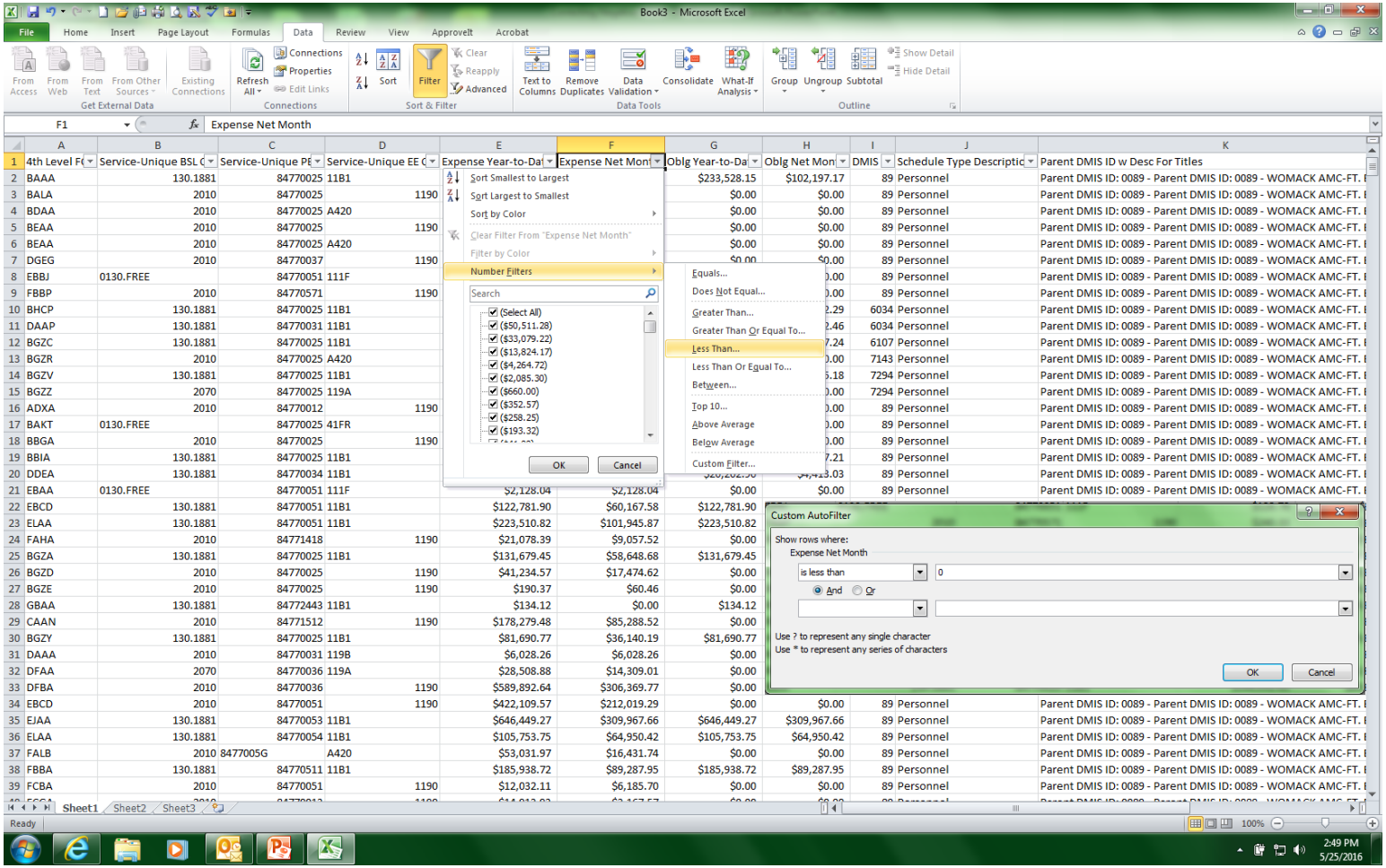
IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Select “Currency” and the format ($1,234.00) for the negative numbers**
  - **Click “OK”**



IDENTIFYING NEGATIVE EXPENSE RECORDS

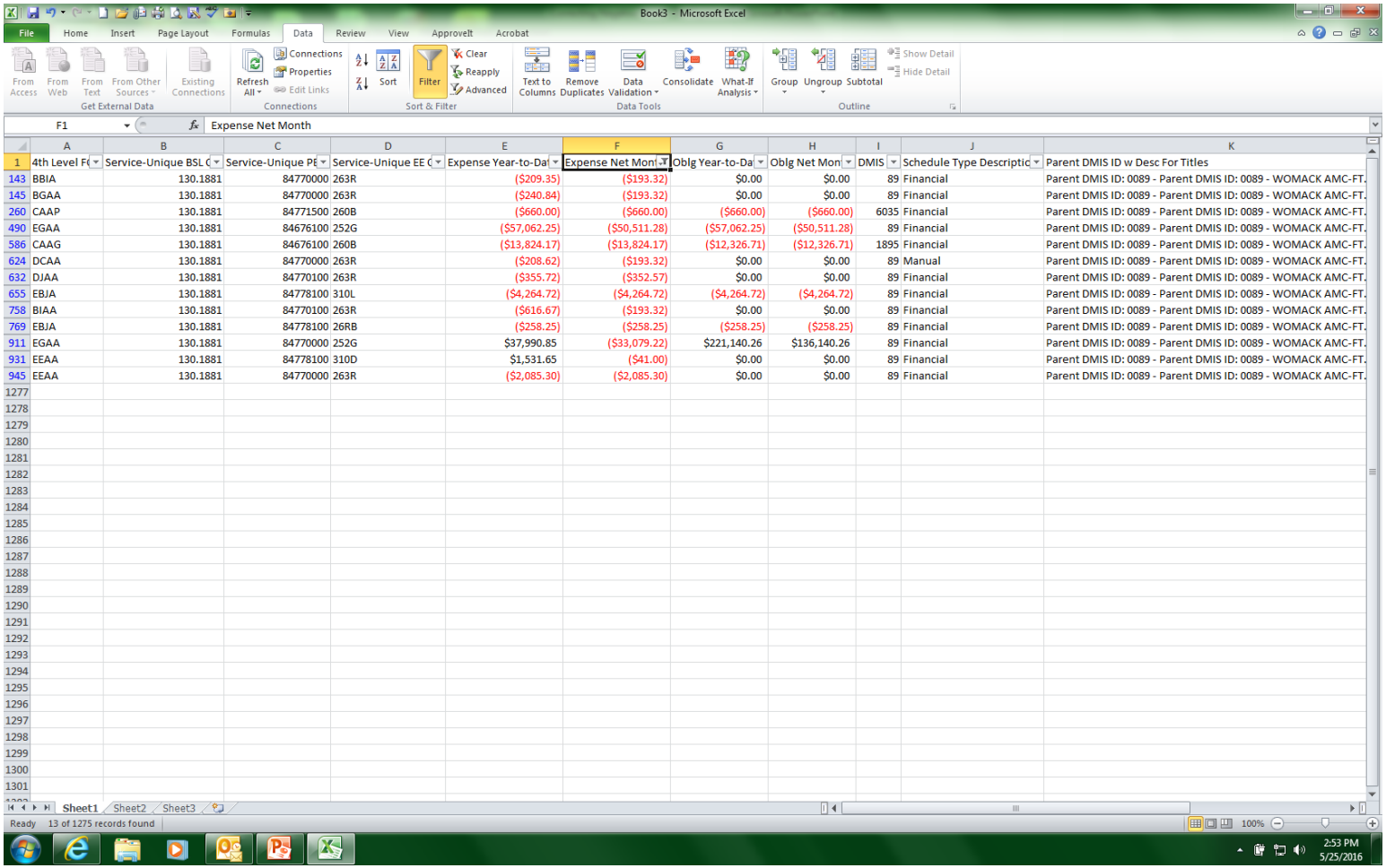
- **Add filters to the document**



ARMY MEDICINE
Serving To Heal...Honored To Serve

IDENTIFYING NEGATIVE EXPENSE RECORDS

- **The resulting list of records are the records requiring research and correction**

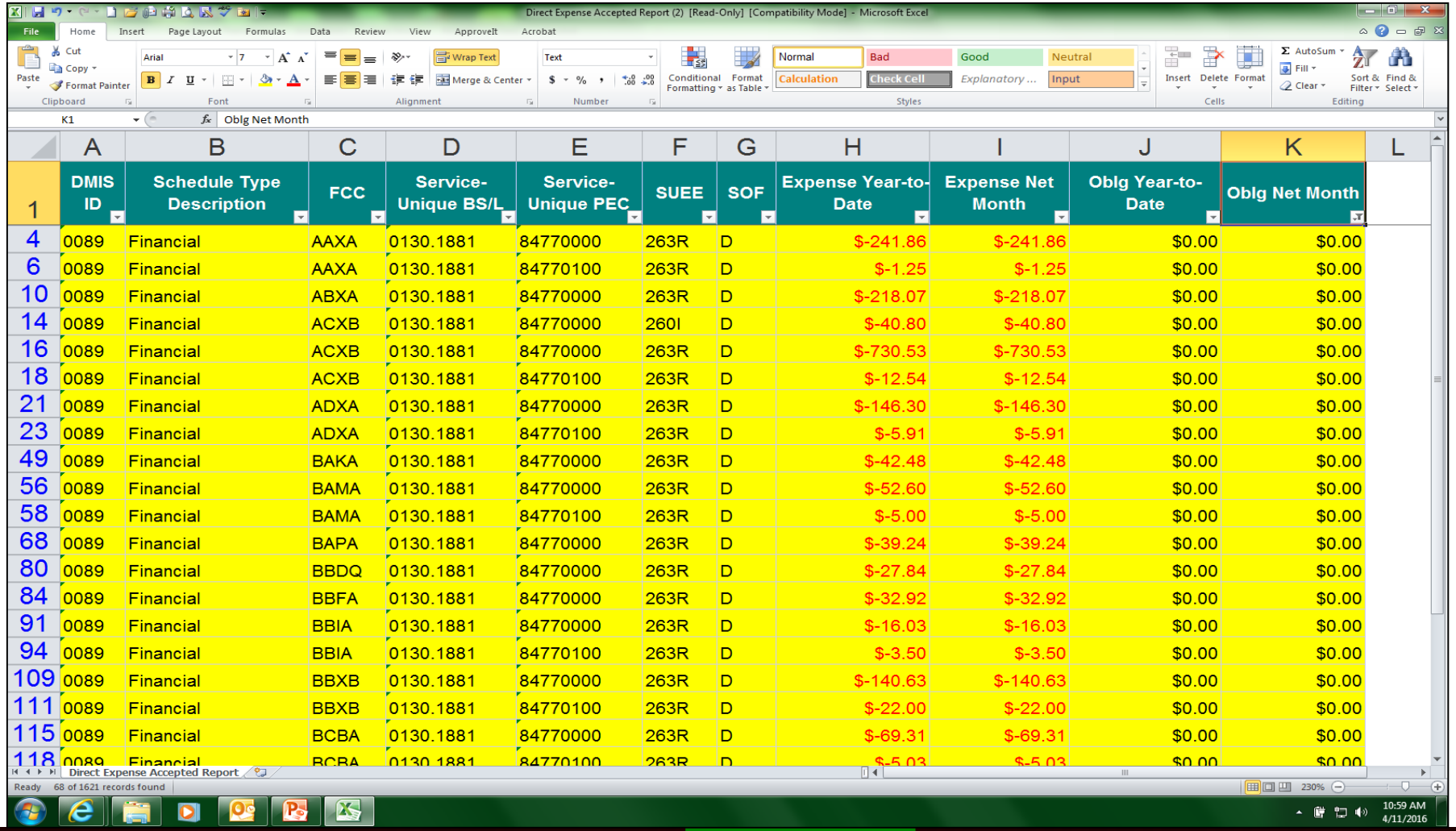


	A	B	C	D	E	F	G	H	I	J	K
1	4th Level F	Service-Unique BSL	Service-Unique PE	Service-Unique EE	Expense Year-to-Da	Expense Net Mon	Oblg Year-to-Da	Oblg Net Mon	DMIS	Schedule Type Descriptic	Parent DMIS ID w Desc For Titles
143	BBIA	130.1881	84770000	263R	($209.35)	($193.32)	$0.00	$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
145	BGAA	130.1881	84770000	263R	($240.84)	($193.32)	$0.00	$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
260	CAAP	130.1881	84771500	260B	($660.00)	($660.00)	($660.00)	($660.00)	6035	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
490	EGAA	130.1881	84676100	252G	($57,062.25)	($50,511.28)	($57,062.25)	($50,511.28)	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
586	CAAG	130.1881	84676100	260B	($13,824.17)	($13,824.17)	($12,326.71)	($12,326.71)	1895	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
624	DCAA	130.1881	84770000	263R	($208.62)	($193.32)	$0.00	$0.00	89	Manual	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
632	DJAA	130.1881	84770100	263R	($355.72)	($352.57)	$0.00	$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
655	EBJA	130.1881	84778100	310L	($4,264.72)	($4,264.72)	($4,264.72)	($4,264.72)	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
758	BIAA	130.1881	84770100	263R	($616.67)	($193.32)	$0.00	$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
769	EBJA	130.1881	84778100	26RB	($258.25)	($258.25)	($258.25)	($258.25)	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
911	EGAA	130.1881	84770000	252G	$37,990.85	($33,079.22)	$221,140.26	$136,140.26	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
931	EEAA	130.1881	84778100	310D	$1,531.65	($41.00)	$0.00	$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
945	EEAA	130.1881	84770000	263R	($2,085.30)	($2,085.30)	$0.00	$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.

ARMY MEDICINE
Serving To Heal...Honored To Serve

IDENTIFYING NEGATIVE EXPENSE RECORDS

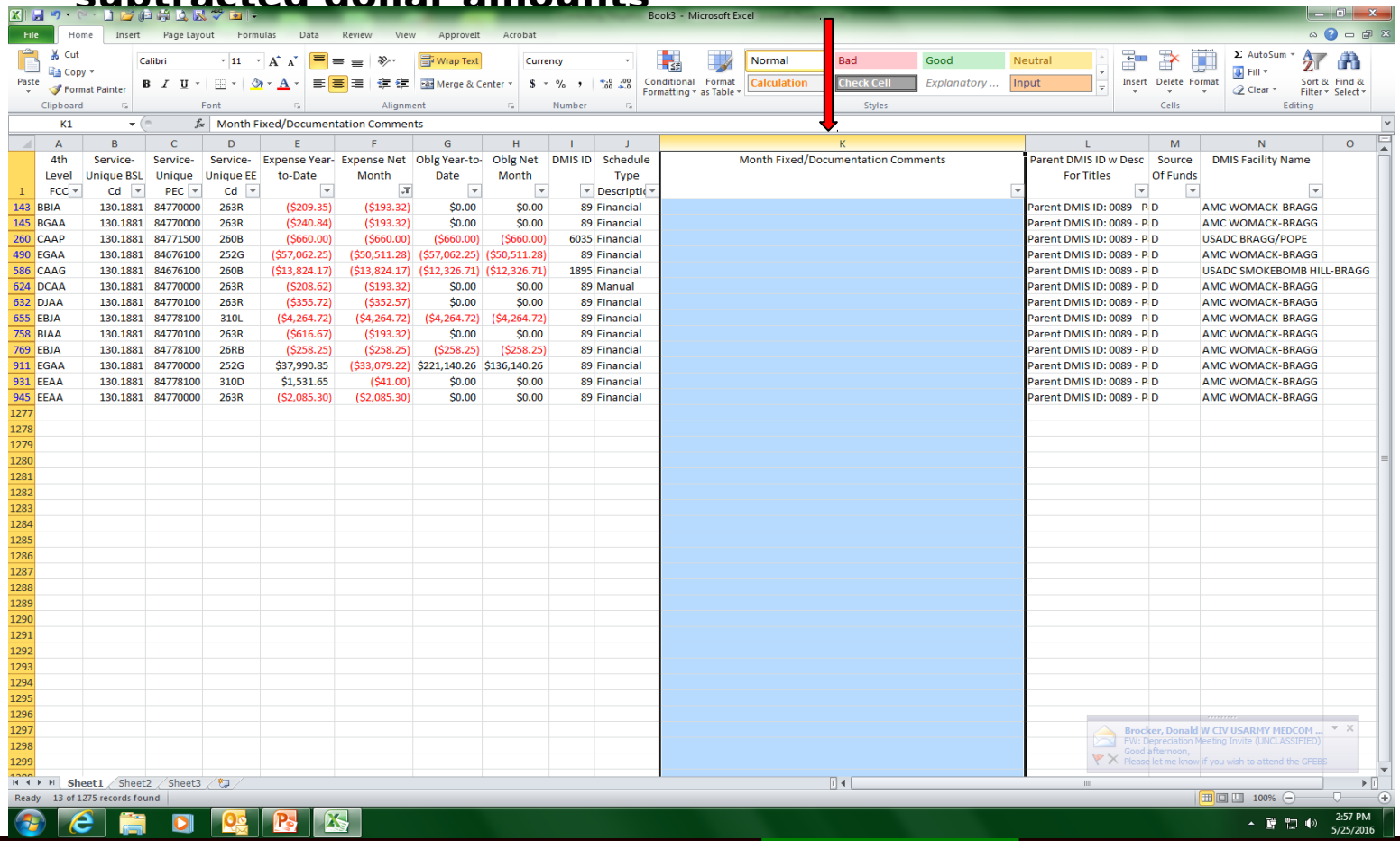
- **Rows highlighted in Yellow are the records requiring correction**



	A	B	C	D	E	F	G	H	I	J	K	L
1	DMIS ID	Schedule Type Description	FCC	Service-Unique BS/L	Service-Unique PEC	SUEE	SOF	Expense Year-to-Date	Expense Net Month	Oblg Year-to-Date	Oblg Net Month	
4	0089	Financial	AAXA	0130.1881	84770000	263R	D	$-241.86	$-241.86	$0.00	$0.00	
6	0089	Financial	AAXA	0130.1881	84770100	263R	D	$-1.25	$-1.25	$0.00	$0.00	
10	0089	Financial	ABXA	0130.1881	84770000	263R	D	$-218.07	$-218.07	$0.00	$0.00	
14	0089	Financial	ACXB	0130.1881	84770000	260I	D	$-40.80	$-40.80	$0.00	$0.00	
16	0089	Financial	ACXB	0130.1881	84770000	263R	D	$-730.53	$-730.53	$0.00	$0.00	
18	0089	Financial	ACXB	0130.1881	84770100	263R	D	$-12.54	$-12.54	$0.00	$0.00	
21	0089	Financial	ADXA	0130.1881	84770000	263R	D	$-146.30	$-146.30	$0.00	$0.00	
23	0089	Financial	ADXA	0130.1881	84770100	263R	D	$-5.91	$-5.91	$0.00	$0.00	
49	0089	Financial	BAKA	0130.1881	84770000	263R	D	$-42.48	$-42.48	$0.00	$0.00	
56	0089	Financial	BAMA	0130.1881	84770000	263R	D	$-52.60	$-52.60	$0.00	$0.00	
58	0089	Financial	BAMA	0130.1881	84770100	263R	D	$-5.00	$-5.00	$0.00	$0.00	
68	0089	Financial	BAPA	0130.1881	84770000	263R	D	$-39.24	$-39.24	$0.00	$0.00	
80	0089	Financial	BBDQ	0130.1881	84770000	263R	D	$-27.84	$-27.84	$0.00	$0.00	
84	0089	Financial	BBFA	0130.1881	84770000	263R	D	$-32.92	$-32.92	$0.00	$0.00	
91	0089	Financial	BBIA	0130.1881	84770000	263R	D	$-16.03	$-16.03	$0.00	$0.00	
94	0089	Financial	BBIA	0130.1881	84770100	263R	D	$-3.50	$-3.50	$0.00	$0.00	
109	0089	Financial	BBXB	0130.1881	84770000	263R	D	$-140.63	$-140.63	$0.00	$0.00	
111	0089	Financial	BBXB	0130.1881	84770100	263R	D	$-22.00	$-22.00	$0.00	$0.00	
115	0089	Financial	BCBA	0130.1881	84770000	263R	D	$-69.31	$-69.31	$0.00	$0.00	
118	0089	Financial	BCBA	0130.1881	84770100	263R	D	$-5.03	$-5.03	$0.00	$0.00	

IDENTIFYING NEGATIVE EXPENSE RECORDS

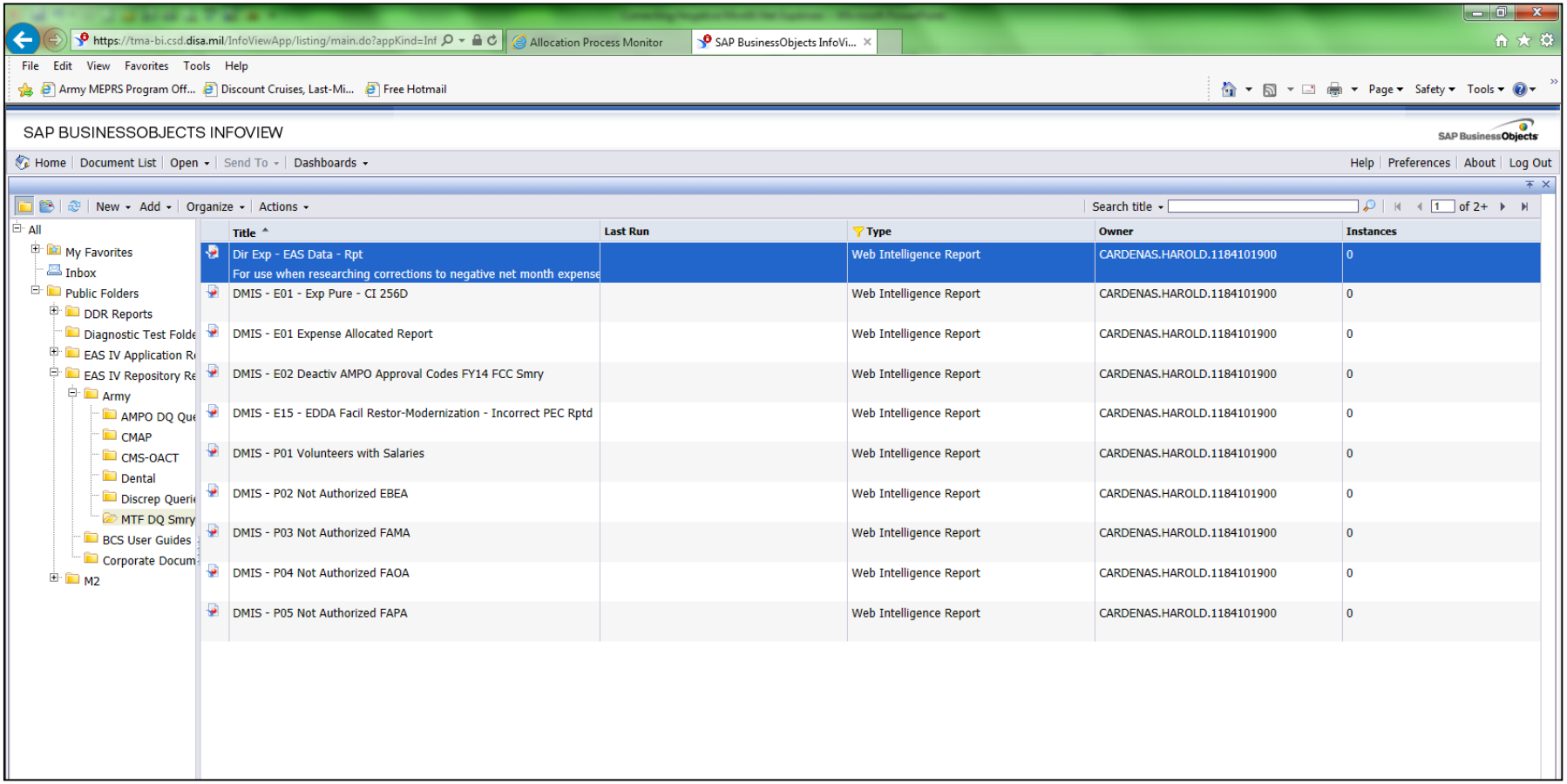
- **Rows highlighted in Yellow are the records requiring correction**
- **Using the same Excel document add another column “Month Fixed”. This way you have a tracking sheet showing month you subtracted dollar amounts**



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	4th Level FCC	Service-Unique BSL Cd	Service-Unique PEC	Service-Unique EE Cd	Expense Year-to-Date	Expense Net Month	Oblg Year-to-Date	Oblg Net Month	DMIS ID	Schedule Type Descriptio	Month Fixed/Documentation Comments	Parent DMIS ID w Desc For Titles	Source Of Funds	DMIS Facility Name	
143	BBIA	130.1881	84770000	263R	($209.35)	($193.32)	$0.00	$0.00	89	Financial		Parent DMIS ID: 0089 - P	D	AMC WOMACK-BRAGG	
145	BGAA	130.1881	84770000	263R	($240.84)	($193.32)	$0.00	$0.00	89	Financial		Parent DMIS ID: 0089 - P	D	AMC WOMACK-BRAGG	
260	CAAP	130.1881	84771500	260B	($660.00)	($660.00)	($660.00)	($660.00)	6035	Financial		Parent DMIS ID: 0089 - P	D	USADC BRAGG/POPE	
490	EGAA	130.1881	84676100	252G	($57,062.25)	($50,511.28)	($57,062.25)	($50,511.28)	89	Financial		Parent DMIS ID: 0089 - P	D	AMC WOMACK-BRAGG	
586	CAAG	130.1881	84676100	260B	($13,824.17)	($13,824.17)	($12,326.71)	($12,326.71)	1895	Financial		Parent DMIS ID: 0089 - P	D	USADC SMOKEBOMB HILL-BRAGG	
624	DCAA	130.1881	84770000	263R	($208.62)	($193.32)	$0.00	$0.00	89	Manual		Parent DMIS ID: 0089 - P	D	AMC WOMACK-BRAGG	
632	DJAA	130.1881	84770100	263R	($355.72)	($352.57)	$0.00	$0.00	89	Financial		Parent DMIS ID: 0089 - P	D	AMC WOMACK-BRAGG	
655	EBJA	130.1881	84778100	310L	($4,264.72)	($4,264.72)	($4,264.72)	($4,264.72)	89	Financial		Parent DMIS ID: 0089 - P	D	AMC WOMACK-BRAGG	
758	BIAA	130.1881	84770100	263R	($616.67)	($193.32)	$0.00	$0.00	89	Financial		Parent DMIS ID: 0089 - P	D	AMC WOMACK-BRAGG	
769	EBJA	130.1881	84778100	26RB	($258.25)	($258.25)	($258.25)	($258.25)	89	Financial		Parent DMIS ID: 0089 - P	D	AMC WOMACK-BRAGG	
911	EGAA	130.1881	84770000	252G	$37,990.85	($33,079.22)	$221,140.26	$136,140.26	89	Financial		Parent DMIS ID: 0089 - P	D	AMC WOMACK-BRAGG	
931	EEAA	130.1881	84778100	310D	$1,531.65	($41.00)	$0.00	$0.00	89	Financial		Parent DMIS ID: 0089 - P	D	AMC WOMACK-BRAGG	
945	EEAA	130.1881	84770000	263R	($2,085.30)	($2,085.30)	$0.00	$0.00	89	Financial		Parent DMIS ID: 0089 - P	D	AMC WOMACK-BRAGG	

IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Refresh the Dir Exp – EAS Data Rpt**
  - **Report is available in the EAS Repository**
    - Public Folders > EAS IV Repository Reports > Army > MTF DQ Summary Queries folder

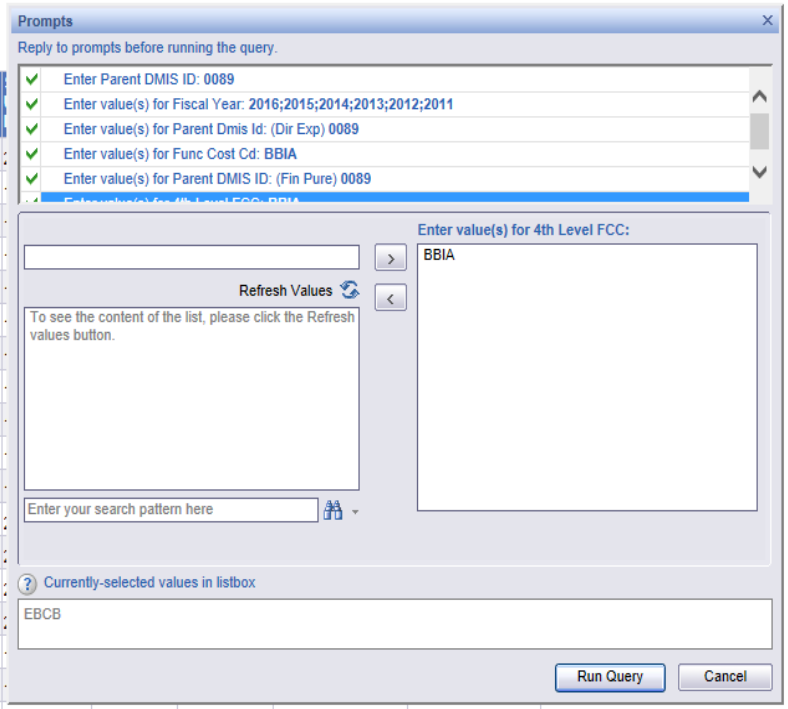


IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Refresh the Dir Exp – EAS Data Rpt**
  - **Fill in the prompts for the record with Negative Net Month Expense**
    - **Parent DMIS ID**
    - **Fiscal Year (leave alone, don't' change; set to retrieve for all FY s available in EAS)**
    - **Parent Dmis Id (Dir Exp)**
    - **Func Cost Cd**
    - **Parent DMIS ID (Fin Pure)**
    - **4th Level FCC**

Financial Pure Data

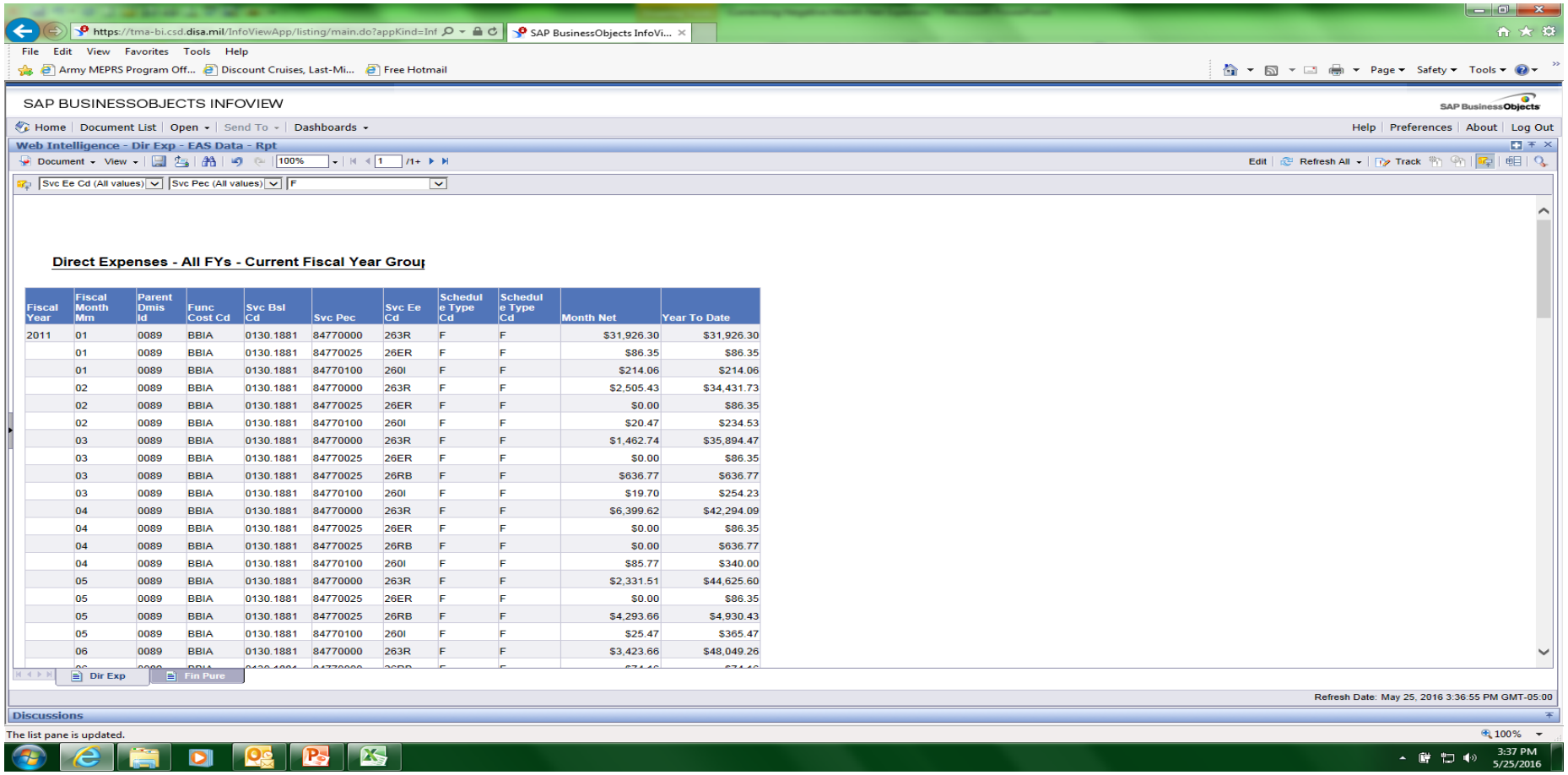
Fiscal Year	Fiscal Month	Parent DMIS ID	DMIS ID	4th Level FCC	Oblg Fiscal Year	Service-Unique BSL Cd	Service-Unique PEC
2011	01	0109	0109	EBCB	2009	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2011	0130.1881	84770000
2011	01	0109	0109	EBCB	2011	0130.1881	84770000



ARMY MEDICINE
Serving To Heal...Honored To Serve

IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Query results shows data for all records related to the MEPRS FCC.**
  - **Dir Exp**
  - **Fin Pure**



Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedul e Type Cd	Schedul e Type Cd	Month Net	Year To Date
2011	01	0089	BBIA	0130.1881	84770000	263R	F	F	$31,926.30	$31,926.30
	01	0089	BBIA	0130.1881	84770025	26ER	F	F	$86.35	$86.35
	01	0089	BBIA	0130.1881	84770100	260I	F	F	$214.06	$214.06
	02	0089	BBIA	0130.1881	84770000	263R	F	F	$2,505.43	$34,431.73
	02	0089	BBIA	0130.1881	84770025	26ER	F	F	$0.00	$86.35
	02	0089	BBIA	0130.1881	84770100	260I	F	F	$20.47	$234.53
	03	0089	BBIA	0130.1881	84770000	263R	F	F	$1,462.74	$35,894.47
	03	0089	BBIA	0130.1881	84770025	26ER	F	F	$0.00	$86.35
	03	0089	BBIA	0130.1881	84770025	26RB	F	F	$636.77	$636.77
	03	0089	BBIA	0130.1881	84770100	260I	F	F	$19.70	$254.23
	04	0089	BBIA	0130.1881	84770000	263R	F	F	$6,399.62	$42,294.09
	04	0089	BBIA	0130.1881	84770025	26ER	F	F	$0.00	$86.35
	04	0089	BBIA	0130.1881	84770025	26RB	F	F	$0.00	$636.77
	04	0089	BBIA	0130.1881	84770100	260I	F	F	$85.77	$340.00
	05	0089	BBIA	0130.1881	84770000	263R	F	F	$2,331.51	$44,625.60
	05	0089	BBIA	0130.1881	84770025	26ER	F	F	$0.00	$86.35
	05	0089	BBIA	0130.1881	84770025	26RB	F	F	$4,293.66	$4,930.43
	05	0089	BBIA	0130.1881	84770100	260I	F	F	$25.47	$365.47
	06	0089	BBIA	0130.1881	84770000	263R	F	F	$3,423.66	$48,049.26

IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Filter Query results for records related to the negative month net expense**
  - **BSI - PEC - SUFF**

263R | 84770000 | F

Direct Expenses - All FYs - Current Fiscal Year Grou

Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedul e Type Cd	Schedul e Type Cd	Month Net	Year To Date
2011	01	0089	BBIA	0130.1881	84770000	263R	F	F	$31,926.30	$31,926.30
	02	0089	BBIA	0130.1881	84770000	263R	F	F	$2,505.43	$34,431.73
	03	0089	BBIA	0130.1881	84770000	263R	F	F	$1,462.74	$35,894.47
	04	0089	BBIA	0130.1881	84770000	263R	F	F	$6,399.62	$42,294.09
	05	0089	BBIA	0130.1881	84770000	263R	F	F	$2,331.51	$44,625.60
	06	0089	BBIA	0130.1881	84770000	263R	F	F	$3,423.66	$48,049.26
	07	0089	BBIA	0130.1881	84770000	263R	F	F	$6,729.57	$54,778.83
	08	0089	BBIA	0130.1881	84770000	263R	F	F	$2,604.92	$57,383.75
	09	0089	BBIA	0130.1881	84770000	263R	F	F	$2,283.21	$59,666.96
	10	0089	BBIA	0130.1881	84770000	263R	F	F	$3,577.07	$63,244.03
	11	0089	BBIA	0130.1881	84770000	263R	F	F	$23,961.74	$87,205.77
	12	0089	BBIA	0130.1881	84770000	263R	F	F	$9,430.01	$96,635.78
2011										

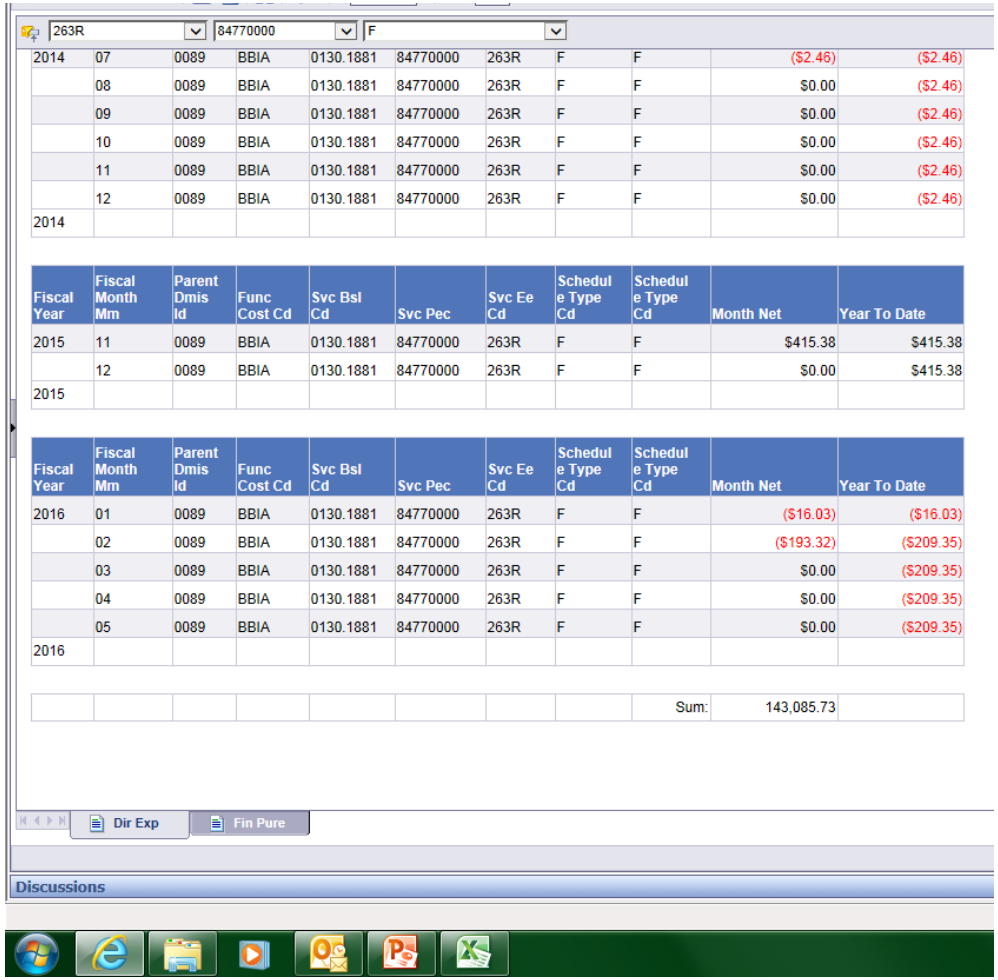
Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedul e Type Cd	Schedul e Type Cd	Month Net	Year To Date
2012	01	0089	BBIA	0130.1881	84770000	263R	F	F	$1,607.89	$1,607.89
	02	0089	BBIA	0130.1881	84770000	263R	F	F	$4,407.95	$6,015.84
	03	0089	BBIA	0130.1881	84770000	263R	F	F	$3,992.33	$10,008.17

Dir Exp | Fin Pure

Discussions

IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Scroll through the Dir Exp report to identify a record from a prior month with positive expenses**



263R | 84770000 | F

2014	07	0089	BBIA	0130.1881	84770000	263R	F	F	($2.46)	($2.46)
	08	0089	BBIA	0130.1881	84770000	263R	F	F	$0.00	($2.46)
	09	0089	BBIA	0130.1881	84770000	263R	F	F	$0.00	($2.46)
	10	0089	BBIA	0130.1881	84770000	263R	F	F	$0.00	($2.46)
	11	0089	BBIA	0130.1881	84770000	263R	F	F	$0.00	($2.46)
	12	0089	BBIA	0130.1881	84770000	263R	F	F	$0.00	($2.46)
2014										

Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net	Year To Date
2015	11	0089	BBIA	0130.1881	84770000	263R	F	F	$415.38	$415.38
	12	0089	BBIA	0130.1881	84770000	263R	F	F	$0.00	$415.38
2015										

Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net	Year To Date
2016	01	0089	BBIA	0130.1881	84770000	263R	F	F	($16.03)	($16.03)
	02	0089	BBIA	0130.1881	84770000	263R	F	F	($193.32)	($209.35)
	03	0089	BBIA	0130.1881	84770000	263R	F	F	$0.00	($209.35)
	04	0089	BBIA	0130.1881	84770000	263R	F	F	$0.00	($209.35)
	05	0089	BBIA	0130.1881	84770000	263R	F	F	$0.00	($209.35)
2016										
								Sum:	143,085.73	

Dir Exp | Fin Pure

Discussions

IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Scroll through the Fin Pure report to determine the source of the negative expense**

263R | 84770000 | F

	11	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		$-9.84	$0.00
	12	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		$-9.84	$0.00
2014												

Fiscal Year	Fiscal Month	Parent DMIS ID	DMIS ID	4th Level FCC	Oblg Fiscal Year	Service-Unique BSL Cd	Service-Unique PEC	Service-Unique EE Cd	Cost Center	WBS Element	Expense Year-to-Date	Oblg Year-to-Date
2015	11	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		$1,661.52	$1,661.52
	12	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		$1,661.52	$1,661.52
	12	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		$0.00	$-9.84
2015												

Fiscal Year	Fiscal Month	Parent DMIS ID	DMIS ID	4th Level FCC	Oblg Fiscal Year	Service-Unique BSL Cd	Service-Unique PEC	Service-Unique EE Cd	Cost Center	WBS Element	Expense Year-to-Date	Oblg Year-to-Date
2016	01	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		$-16.03	$-11.98
	02	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		$-193.32	$-193.32
	02	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		$-16.03	$-11.98
	03	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		$-193.32	$-193.32
	03	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		$-16.03	$-11.98
	04	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		$-193.32	$-193.32
	04	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		$-16.03	$-11.98
	05	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		$-193.32	$-193.32
	05	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		$-16.03	$-11.98
2016												

Dir Exp | Fin Pure

Discussions

IDENTIFYING NEGATIVE EXPENSE RECORDS

- **When there are no prior month records with positive expenses, assume the original record with positive expenses was processed in a fiscal year prior to FY11.**
  - **Correct the Negative expense Net Month record within EASi by entering the equivalent positive amount as a Financial Adjustment**
  - **Review the Financial Audit Report by Fiscal Year and Month to determine the source MEPRS FCC. In this instance the source MEPRS FCC was EDCA; MEPRS staff moved the expense from EDCA to EDDA. Correction must be made to the EDCA financial record**

Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net
2016	01	0089	EDDA	0130.1881	84627600	3230	F	F	-14,794.56
	02	0089	EDDA	0130.1881	84627600	3230	M	M	324,420.68
	03	0089	EDDA	0130.1881	84627600	3230	F	F	669,965
2016									

ARMY MEDICINE
Serving To Heal...Honored To Serve

IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Identify a prior month financial record with sufficient positive expense to adjust; ensure the record contains the same data elements as that of the record with the negative net month expense; MEPRS FCC - BSL – PEC – SUEE MUST MATCH**
  - **Adjust the prior month record within EASi by entering the negative expense as a Financial Adjustment**
  - **Adjust the current month Negative expense within EASi by entering the equivalent positive amount as a Financial Adjustment**

Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net
2015	09	0089	DFAA	0130.1881	84770000	25A5	F	F	0
	10	0089	DFAA	0130.1881	84770000	25A5	F	F	0
	11	0089	DFAA	0130.1881	84770000	25A5	F	F	39,295.2
	12	0089	DFAA	0130.1881	84770000	25A5	F	F	61,749.6
2015									

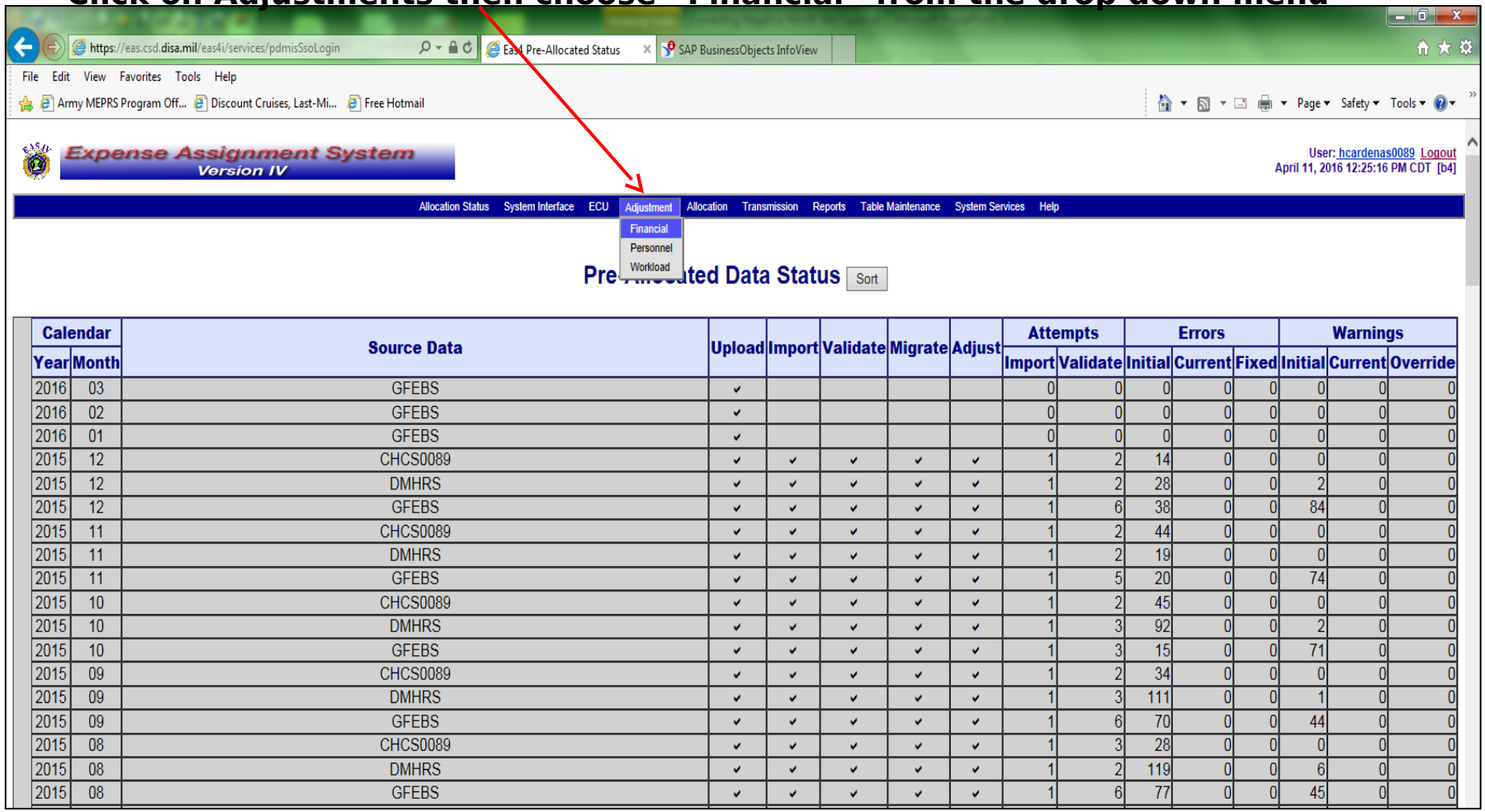
Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net
2016	01	0089	DFAA	0130.1881	84770000	25A5	F	F	-20,583.2
	02	0089	DFAA	0130.1881	84770000	25A5	F	F	20,633.2
	03	0089	DFAA	0130.1881	84770000	25A5	F	F	0
2016									

CORRECTIVE ACTION

CORRECTING NEGATIVE EXPENSES IN EASI

Correcting Negative Expenses in EASi

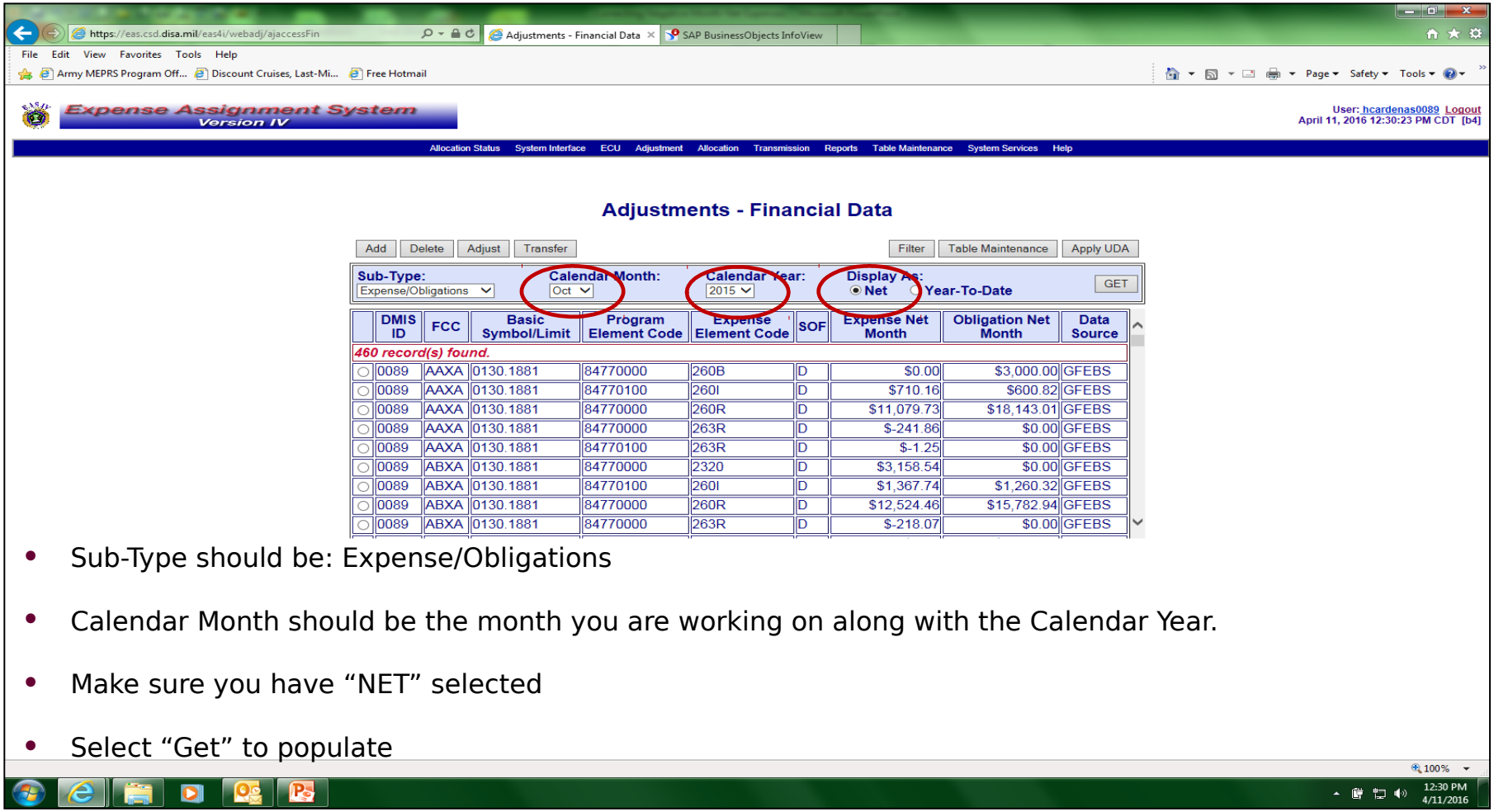
- **Correct the Negative expense Net Month record within EASi via Adjustment – Financial**
- **Click on Adjustments then choose "Financial" from the drop down menu**



Calendar		Source Data	Upload	Import	Validate	Migrate	Adjust	Attempts		Errors			Warnings		
Year	Month							Import	Validate	Initial	Current	Fixed	Initial	Current	Override
2016	03	GFEBS	✓					0	0	0	0	0	0	0	0
2016	02	GFEBS	✓					0	0	0	0	0	0	0	0
2016	01	GFEBS	✓					0	0	0	0	0	0	0	0
2015	12	CHCS0089	✓	✓	✓	✓	✓	1	2	14	0	0	0	0	0
2015	12	DMHRS	✓	✓	✓	✓	✓	1	2	28	0	0	2	0	0
2015	12	GFEBS	✓	✓	✓	✓	✓	1	6	38	0	0	84	0	0
2015	11	CHCS0089	✓	✓	✓	✓	✓	1	2	44	0	0	0	0	0
2015	11	DMHRS	✓	✓	✓	✓	✓	1	2	19	0	0	0	0	0
2015	11	GFEBS	✓	✓	✓	✓	✓	1	5	20	0	0	74	0	0
2015	10	CHCS0089	✓	✓	✓	✓	✓	1	2	45	0	0	0	0	0
2015	10	DMHRS	✓	✓	✓	✓	✓	1	3	92	0	0	2	0	0
2015	10	GFEBS	✓	✓	✓	✓	✓	1	3	15	0	0	71	0	0
2015	09	CHCS0089	✓	✓	✓	✓	✓	1	2	34	0	0	0	0	0
2015	09	DMHRS	✓	✓	✓	✓	✓	1	3	111	0	0	1	0	0
2015	09	GFEBS	✓	✓	✓	✓	✓	1	6	70	0	0	44	0	0
2015	08	CHCS0089	✓	✓	✓	✓	✓	1	3	28	0	0	0	0	0
2015	08	DMHRS	✓	✓	✓	✓	✓	1	2	119	0	0	6	0	0
2015	08	GFEBS	✓	✓	✓	✓	✓	1	6	77	0	0	45	0	0

Correcting Negative Expenses in EASi

- **Ensure selection of Net Month data for record to be corrected**

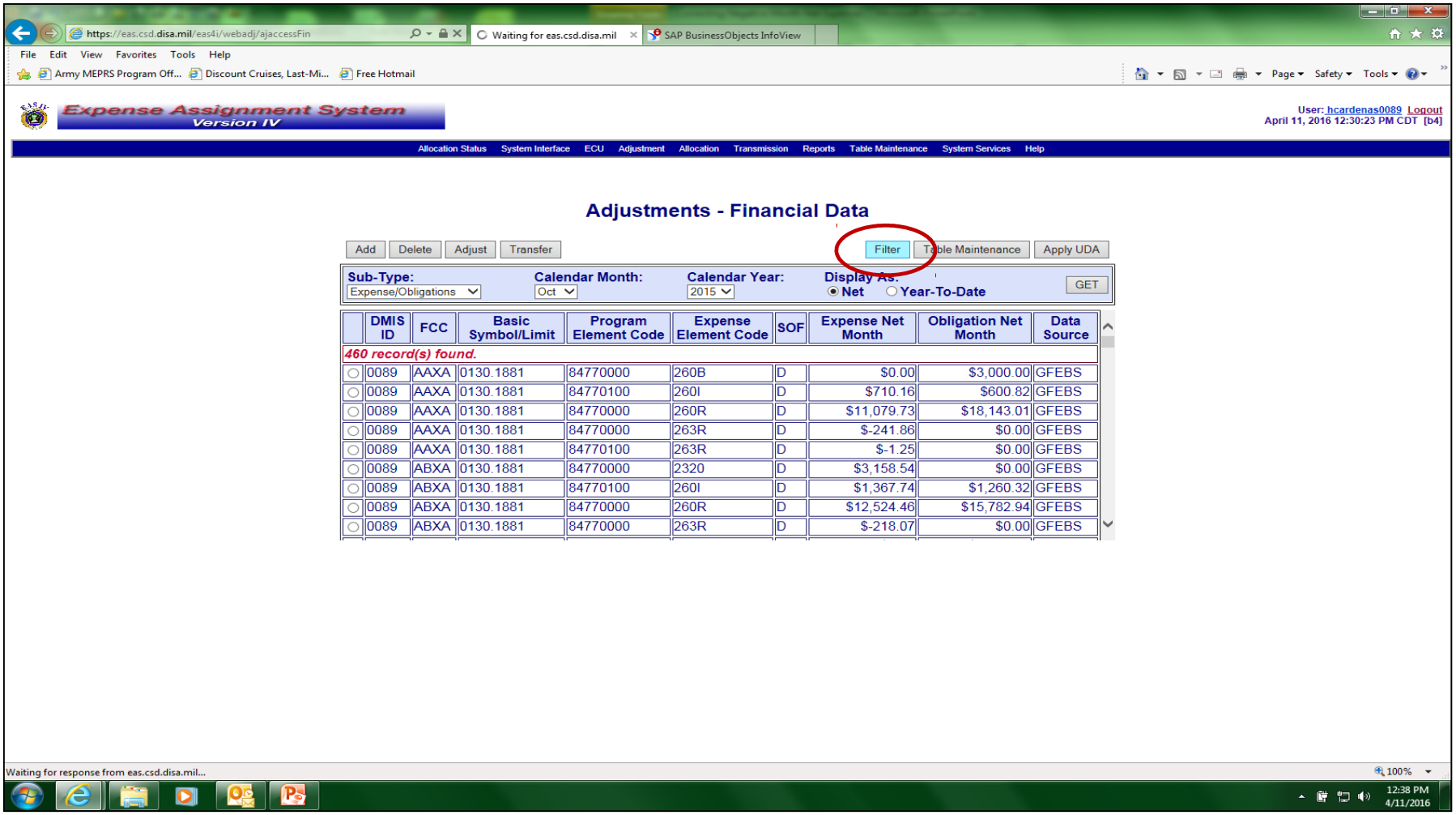


	DMIS ID	FCC	Basic Symbol/Limit	Program Element Code	Expense Element Code	SOF	Expense Net Month	Obligation Net Month	Data Source
○	0089	AAXA	0130.1881	84770000	260B	D	$0.00	$3,000.00	GFEBS
○	0089	AAXA	0130.1881	84770100	260I	D	$710.16	$600.82	GFEBS
○	0089	AAXA	0130.1881	84770000	260R	D	$11,079.73	$18,143.01	GFEBS
○	0089	AAXA	0130.1881	84770000	263R	D	$-241.86	$0.00	GFEBS
○	0089	AAXA	0130.1881	84770100	263R	D	$-1.25	$0.00	GFEBS
○	0089	ABXA	0130.1881	84770000	2320	D	$3,158.54	$0.00	GFEBS
○	0089	ABXA	0130.1881	84770100	260I	D	$1,367.74	$1,260.32	GFEBS
○	0089	ABXA	0130.1881	84770000	260R	D	$12,524.46	$15,782.94	GFEBS
○	0089	ABXA	0130.1881	84770000	263R	D	$-218.07	$0.00	GFEBS

- Sub-Type should be: Expense/Obligations
- Calendar Month should be the month you are working on along with the Calendar Year.
- Make sure you have “NET” selected
- Select “Get” to populate

Correcting Negative Expenses in EASi

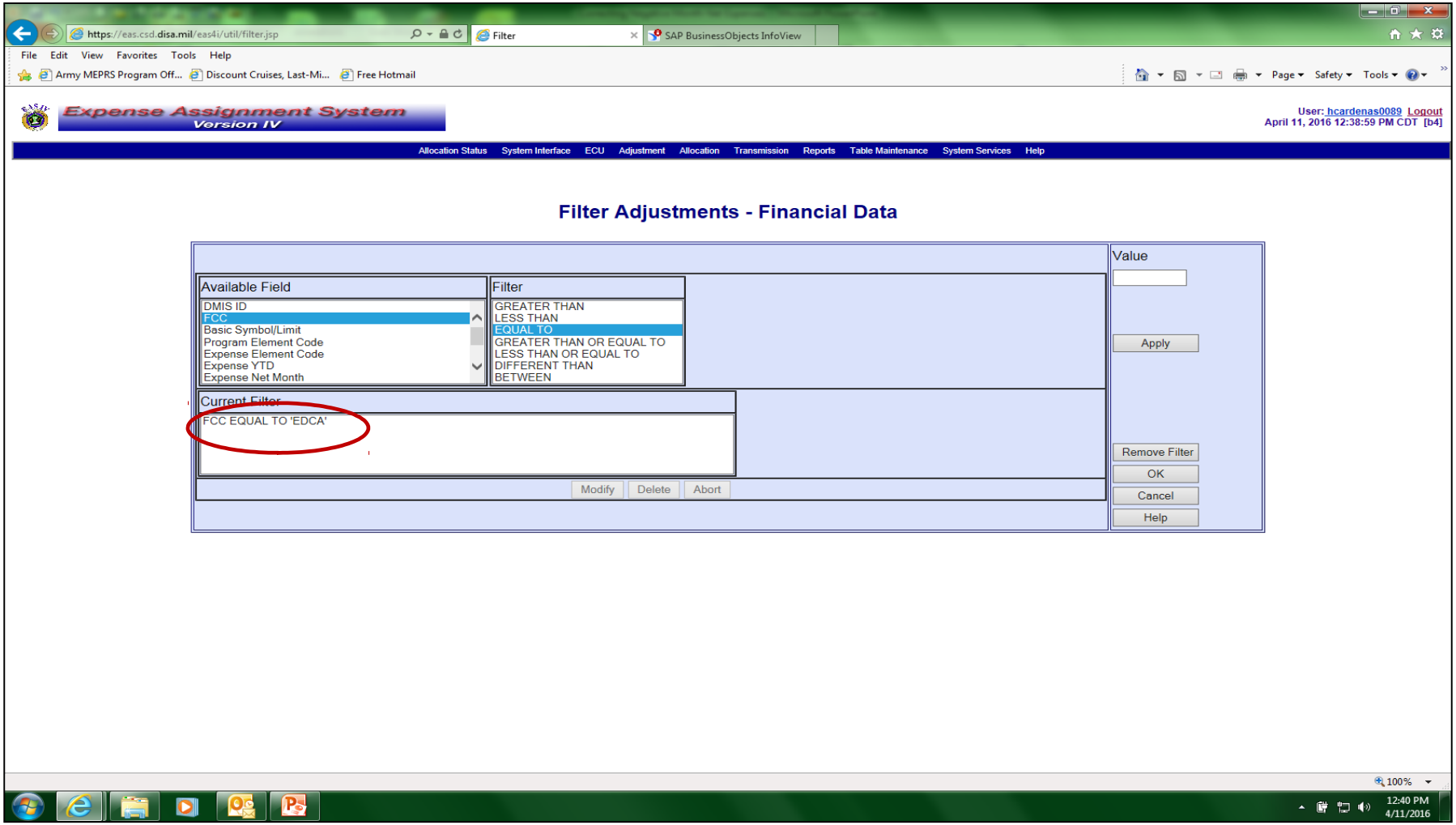
- **Filter for the correct MEPRS FCC from query**



	DMIS ID	FCC	Basic Symbol/Limit	Program Element Code	Expense Element Code	SOF	Expense Net Month	Obligation Net Month	Data Source
○	0089	AAXA	0130.1881	84770000	260B	D	$0.00	$3,000.00	GFEBS
○	0089	AAXA	0130.1881	84770100	260I	D	$710.16	$600.82	GFEBS
○	0089	AAXA	0130.1881	84770000	260R	D	$11,079.73	$18,143.01	GFEBS
○	0089	AAXA	0130.1881	84770000	263R	D	$-241.86	$0.00	GFEBS
○	0089	AAXA	0130.1881	84770100	263R	D	$-1.25	$0.00	GFEBS
○	0089	ABXA	0130.1881	84770000	2320	D	$3,158.54	$0.00	GFEBS
○	0089	ABXA	0130.1881	84770100	260I	D	$1,367.74	$1,260.32	GFEBS
○	0089	ABXA	0130.1881	84770000	260R	D	$12,524.46	$15,782.94	GFEBS
○	0089	ABXA	0130.1881	84770000	263R	D	$-218.07	$0.00	GFEBS

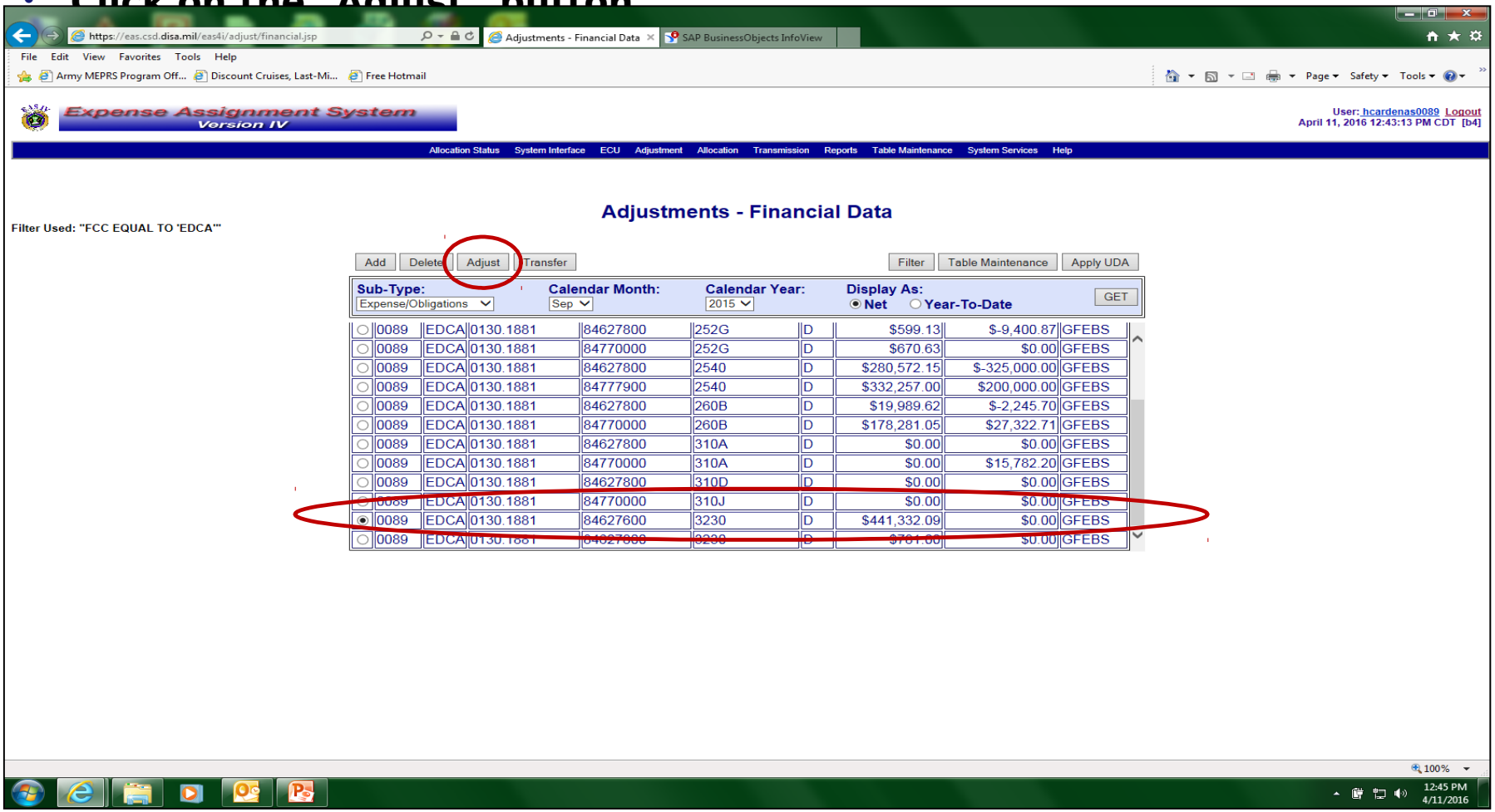
Correcting Negative Expenses in EASi

- **Filter for the correct MEPRS FCC**



Correcting Negative Expenses in EASi

- **Select the correct record, click on the radio button on the left side of the record**
- **Click on the "Adjust" button**

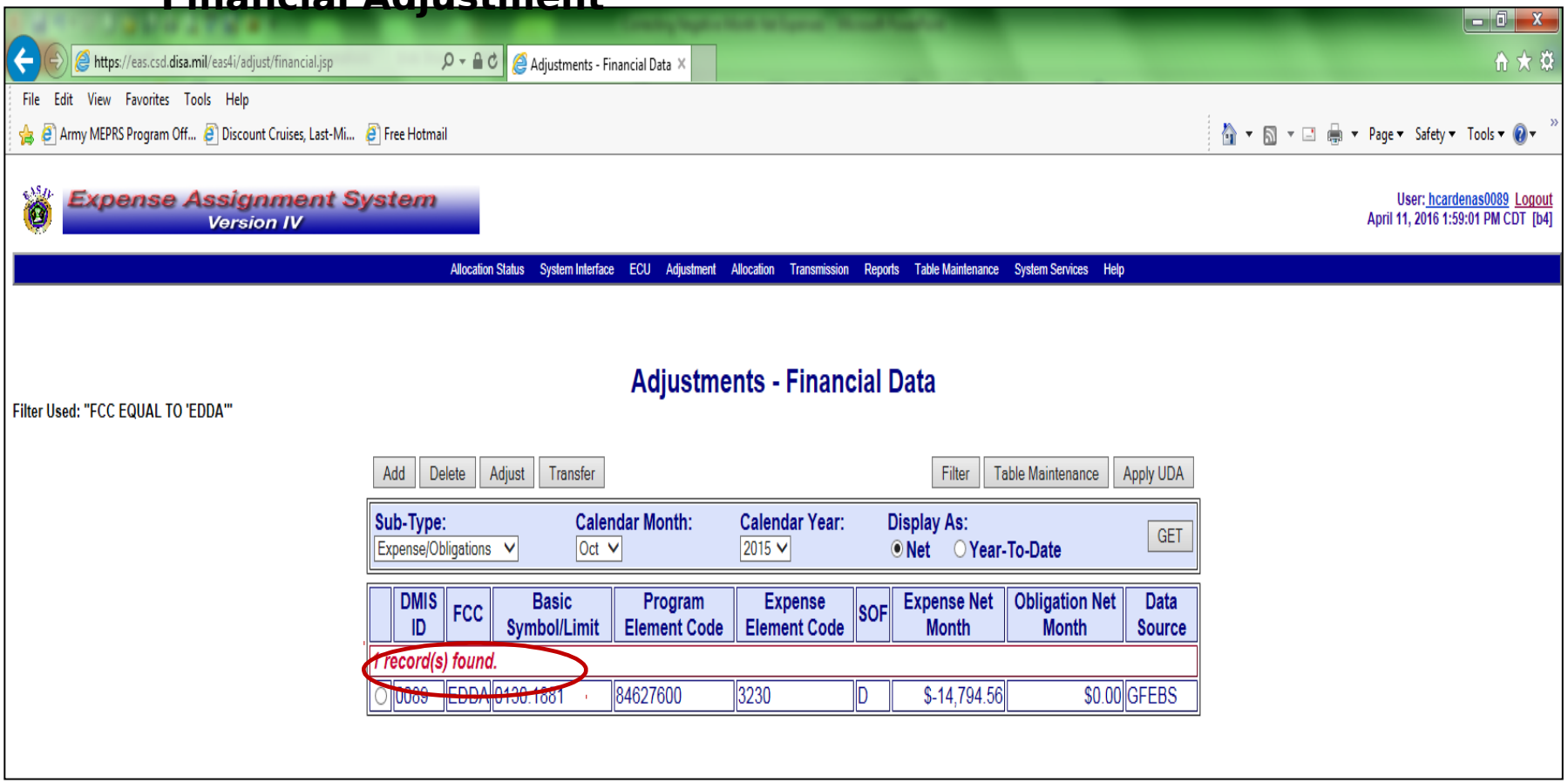


Correcting Negative Expenses in EASi

- **Enter**
  - **The amount to be adjusted (negative expense)**
  - **Select the Code of 75 – Expense and Obligation Adjustment**
  - **Must enter the comments (see screenshot below)**

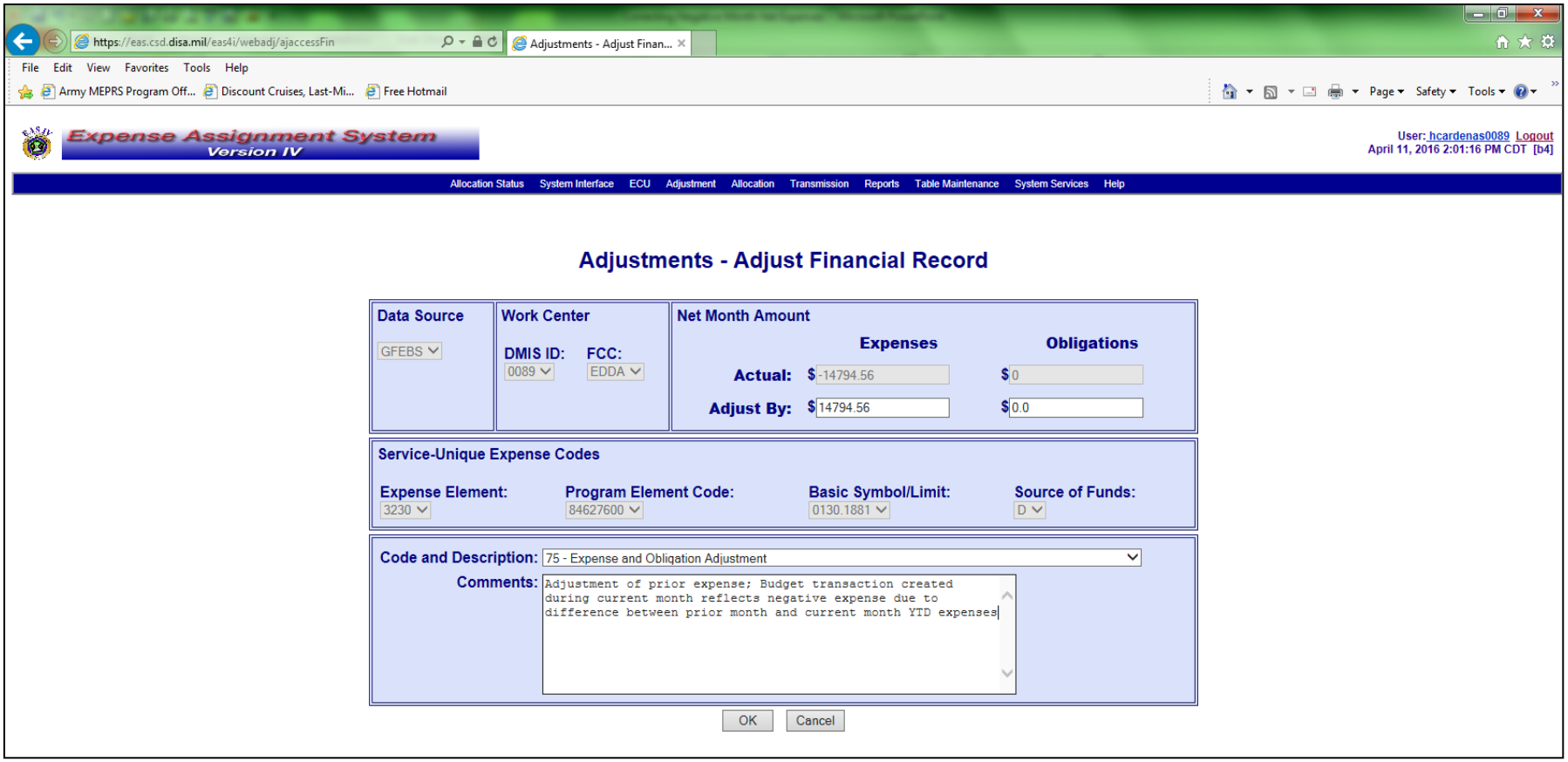
Correcting Negative Expenses in EASi

- **Following the same process, select the record with the negative net month expense**
  - **Adjust the record by entering the equivalent positive amount as a Financial Adjustment**



Correcting Negative Expenses in EASi

- **Enter**
  - **The amount to be adjusted**
  - **Select the Code of 75 – Expense and Obligation Adjustment**
  - **Must enter the comments (see screenshot below)**



CORRECTIVE ACTION

REVALIDATION

PROCESS VALIDATION

After making all the corrections to negative net month amounts

- **Refresh the DEAR**
  - **Filter for negative net month expenses**
- **Once all negative net month expenses have been adjusted on the DEAR.**
  - **Run allocation**
  - **Perform Financial Reconciliation**
  - **Update Monthly Narrative**
  - **Retransmit corrected data in sequential order by month, earliest to latest**
  - **Send supporting documents to AMPO**

ARMY MEDICINE
Serving To Heal...Honored To Serve

PROCESS VALIDATION

- **Record of all adjustments for negative net month expenses.**

DMIS ID 0047 Negative Expense_Obligation FY15 Correction [Read-Only] - Microsoft Excel

	DMIS ID	FCC	Basic Symbol/Limit	Program Element Code	Expense Element Code	SOF	Expense Net Month	Obligation Net Month	Data Source											
263	1880	CAAC	130.1881	84771500	310J	D	($65,404.05)	($22,866.48)	GFEBS	29-Mar-16	Adjustme	Aug15	$0.00	$15,565.90	Jul15	$8,414.62	$3,514.62	Jun15	$59,601.47	$63,636.22
264													($65,404.05)	($7,300.58)		($56,989.43)	($3,785.96)		$2,612.04	$59,850.26
265	1875	CAAE	130.1881	84771500	21T0	D	$337.98	$732.94	GFEBS											
266	1875	CAAE	130.1881	84771500	2332	D	$0.00	$0.00	GFEBS											
267	1875	CAAE	130.1881	84771500	252C	D	$0.00	$0.00	GFEBS											
268	1875	CAAE	0130.FREE	84771512	2562	D	$13,233.43	$0.00	GFEBS											
269	1875	CAAE	130.1881	84771500	260B	D	$906.43	$1,812.85	GFEBS											
270	1875	CAAE	130.1881	84770100	260I	D	$0.00	$0.00	GFEBS											
271	1875	CAAE	130.1881	84771500	260R	D	$39,278.47	$17,948.26	GFEBS											
272	1875	CAAE	130.1881	84771500	310J	D	$0.00	$76,265.04	GFEBS											
273	1879	CAAF	130.1881	84771500	21T0	D	$0.00	$0.00	GFEBS											
274	1879	CAAF	130.1881	84771500	2332	D	$93.02	($17.45)	GFEBS	29-Mar-16	Adjustme	Aug15	$46.51	$156.98						
275													$139.53	$139.53						
276	1879	CAAF	130.1881	84771500	2400	D	$0.00	$0.00	GFEBS											
277	1879	CAAF	130.1881	84771500	252C	D	$0.00	$0.00	GFEBS											
278	1879	CAAF	130.1881	84771500	252G	D	$3,771.99	$15,635.99	GFEBS											
279	1879	CAAF	0130.FREE	84771512	2562	D	$42,434.21	$0.00	GFEBS											
280	1879	CAAF	130.1881	84771500	260B	D	$6,113.94	$8,167.95	GFEBS											
281	1879	CAAF	130.1881	84770100	260I	D	$1,036.26	$655.11	GFEBS											
282	1879	CAAF	130.1881	84676100	260R	D	$0.00	$0.00	GFEBS											
283	1879	CAAF	130.1881	84771500	260R	D	$166,465.36	$1,291.37	GFEBS											
284	1879	CAAF	130.1881	84771500	261N	D	$189.96	$189.96	GFEBS											
285	1879	CAAF	130.1881	84771500	310C	D	$0.00	$0.00	GFEBS											
286	1879	CAAF	130.1881	84771500	310D	D	$3,160.00	$3,160.00	GFEBS											
287	1879	CAAF	130.1881	84771500	310J	D	$19,194.58	$0.00	GFEBS											
288	1879	CAAF	130.1881	84770000	43P0	D	($44.05)	$0.00	GFEBS	EOR 43P0 is interest earned; this is considered revenue; revenue is not reportable in EAS										
289	1879	CBAF	130.1881	84771500	310J	D	$0.00	$0.00	GFEBS											
290	47	DAAA	130.1881	84770000	2320	D	$0.00	$0.00	GFEBS											
291	47	DAAA	130.1881	84770000	2332	D	$0.00	$0.00	GFEBS											
292	47	DAAA	130.1881	84770000	252B	D	$0.00	$0.00	GFEBS											
293	47	DAAA	130.1881	84770000	252G	D	$4,568.65	$12,095.24	GFEBS											
294	47	DAAA	130.1881	84770000	2571	D	$6,952.82	($6,888.90)	GFEBS	29-Mar-16	Adjustme	Jul15	$4,873.15	$23,164.67						
295													$11,825.97	$16,275.77						
296	47	DAAA	130.1881	84770000	25A2	D	$144,063.29	$399,175.80	GFEBS											

Formula: =Sum(m263,g263)

Formula: =Sum(n263,h263)

Formula: =Sum(p263,m263)

Formula: =Sum(q263,n263)

Questions?

ARMY MEDICINE

Serving To Heal...Honored To Serve